COUNCIL AGENDA PACKET

THURSDAY, January 15, 2015

6:30PM

NOTRE DAME ROOM (202)

LA FORTUNE STUDENT CENTER

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FUTURE COUNCIL MEETING DATES

FEBRUARY 19 – MARCH 19 – APRIL 16, 2015
JANUARY 15, 2015 – COUNCIL AGENDA

Meetings held at 6:30PM in the Notre Dame Room (2nd Floor)

- **Roll Call/Sign-In**

- **New Business**
  - Karrah Miller, Office of Institutional Equity - Presentation on what constitutes discriminatory harassment, policies and resources.
  - John Lubker, Associate Dean of Students and Mark Bourgeois, Postdoc Research Associate - Announcement of two selective training opportunities for graduate students in STEM fields.
  - Mike Haskel (Mathematics) - Presenting his report petitioning for graduate student contributions to IRAs (page 32).

- **Voting:**
  - Approval of the Minutes (November 20, 2014). Quorum was not met in December.
  - Approval of the Minutes (December 18, 2014).
  - Approval to add $2,000 of the surplus money to the social budget.
  - Old Business
    i. 2nd vote on GSU Proposed Constitutional Amendment for the GSU Administrative Assistant’s position (page 33).

- **Break-Out Committees (If needed)**

- **Executive Committee’s Report:** Kate Boehlefeld, Kyle Watson, Tony Cunningham

- **Committee Reports**
  - Academic Affairs – Meredith Doellman
  - Health Care – Sean Phillips
  - Internal Affairs (Orientation, Symposium, Teaching Awards) – Michelle Comas
  - Professional Development – Lindsay Baxter, Antonio LePore
  - Publicity & Procedures – Samantha Atkins
  - Quality of Life – Andrea Castonguay, Courtney Davis, MacKenzie Warren
  - Social – Gillian Shaw, Kristen Johnson

- **Updates from University Committees beyond Committee Reports**

- **Adjournment**
Minutes

November 20, 2014

OFFICERS: Kathryn Bielefeld, Political Science (GSU President); Kyle Watson, Chemistry & Biochemistry (Co-Vice President); Anthony Cunningham, Psychology (Co-Vice President)

CHAIRS: Meredith Dolman, Biological Sciences (Academic Affairs); Sean Phillips, History (Health Care); Michelle Comas, Psychology (Internal Affairs-Orientation, Symposium, Teaching Awards); Lindsay Baxter, Chemistry & Biochemistry (Professional Development); Antonio Lenore, Chemistry & Biochemistry (Professional Development); Samantha Atkins, Bioengineering (Publicity & Procedures); Andrea Castonguay, History (Quality of Life); Courtney Davis, Theology (Quality of Life): MacKenzie Warren, Physics (Quality of Life); Gillian Shaw, Chemistry & Biochemistry (Social)

DEPARTMENT REPRESENTATIVES: Christina Horr, Alicia Specht (Applied & Computational Mathematics & Statistics); Joshua Mason (Biological Sciences); Liyuan Sun, Solomon Assefa (Chemical & Biomolecular Engineering); Sean Vilanova, Kristen Johnson (Chemistry & Biochemistry); Dasha Safonova (Economics); Mingming Cai, (Electrical Engineering); Greg Cousins, Jeremy Mann (Mathematics); Emily Kirkegaard, Christopher Scheirer (Medieval Institute); John Marchese, James Cotton (PhD Literature); William Smith (Philosophy); Sarah Dietz, Bryant Vande Kolk (Physics); Gregory Siems, ChongynYun Choi (Political Science); Enma Pardillo-Delgado, Steve Mattingly (Psychology); Danielle Fulmer, Shanna Corner (Sociology); David DeJong (Theology, Ph.D)

WOMEN FACULTY & STUDENTS: MacKenzie Warren (Physics)

UNIVERSITY VILLAGE REPRESENTATIVE: Dallin Lewis (English)

FISCHER O’HARE GRACE REPRESENTATIVE:

1. Kate Bielefeld (President) begins the meeting at 6:34 pm and announces the sign-up sheet for committees will be going around.
2. Kate begins the first order of business. The gala charity ballot was released, but the Social Chair (Gillian) and I decided that instead we’re going to conduct voting online.
3. Kate announces we will go over new business first.
   a. Mimi Beck has 3 announcements:
      i. The first is a request to save the date for grad student appreciation week Monday February 23 through Sunday March 1st. Let Mimi know if you want to do something with your department. Let her know what kind of swag you’d like to see for the week (lanyards coffee cups, etc.).
ii. The second announcement is that Caroline Wilky will be developing the "Ask the Salmon" blog. We also want to put interesting things from a grad student perspective in the blog. She’s looking for contributions and her e-mail is cwilky@nd.edu.

iii. Third is the Engagement Planning Team for TEDxND in February. We are looking for volunteers for that event. We are looking for a grad student or 2 to help on the engagement team, let Mimi know if you’d like to help!

b. Kate announces that next Diane Parr Walker and her liaison Jessica Kayongo will talk about the planned library renovations.

i. Diane: Thanks for giving us time on your agenda this evening. Last year we came to talk about the master plan to redo the entire interior of Hesburgh Library which is over 400,000 sq. ft. We are working with a Boston firm, Shepley Bulfinch. We developed a master plan for renovating the entire building. Today we are going to talk about the start of the plan to begin work on the first phase right after Christmas break.

ii. Diane: The architects help articulate several goals of the project. We will keep the building open as the renovations happen. The overall project goals will guide all the phases.

iii. Diane: One main goal is to make visible the activities of intellectual engagement in Hesburgh Library. We want to promote research and learning services in partnership with other university groups. We’d like to provide high quality study and work environments for all users of the library. We want to implement space strategies for effective access and growth of Hesburgh Library’s physical collections. We also want to recognize and celebrate the unique and special collections that are an important part of the University, but we are hoping to transform the physical environment to reflect 21st century library usage and standards for a research library.

iv. Diane: In December, they are starting on the 1st and 2nd floor and the 10th in the stack tower. It’s hard to imagine what we can do to bring in more natural light to the stack floors. We’re doing one floor as an experiment and will inform decisions on how we go forward with the rest of the stack tower. It’s a $10.5 million dollar project. We hope that benefactors will be so excited by what they see in the first phase that it will help with later phases. The final construction drawings are now going out to bid in December. They want to begin in January and end at the end of 2015. The 10th floor will begin at the end of the Spring semester and continue through the fall. The floor will only be out of commission one semester.

v. Jessica Kayongo: this is a multiphase multi-year project.

vi. Jessica: On the first floor, we will have a new North Entrance, since there is a lot of campus construction going on in the north and east. We want to improve natural light. There will be 2 openings between the first and second floors. The reference and circulation desks will move and be more visible. We will now introduce restrooms on the first floor.
vii. Jessica: On the second floor north end we’re introducing a reading room. In the grand plan, there will be a grand reading room installed where the fishbowl currently is. There will be a skylight introduced on the second floor. We’re also doing something with the restrooms on the second floor. We’re moving them to the center of the floor and will install glass where they used to be so that you can see over the concourse and see to the stadium.

viii. Jessica: On the 10th floor, the idea is to put collections towards the center of the floor to free up the window spaces to more users for seating. We’ll also introduce reading rooms to each tower floor. The graduate student carrels will change. The architects suggest putting them in a grad student enclave, only grad students assigned to the space will have access. There will be 34 seats within the space that are open work spaces, but restricted access. There will be a 16 seat reading room. The grad student enclave will be on the north end of the floor. There will be an open carrel environment, but we are going to work with grad students for input.

ix. Jessica: Phase 1 is split into 1A and 1B. 1A is renovating the north end, and 1B is renovating the south end. There will be a temporary entrance through the fishbowl while the concourse is being renovated in phase 1B. She opens the floor to questions. John Schwartz and John Lubker on the steering committee as well.

x. Jeremy Mann (Mathematics): for the top floor, the carrel space, will there be a space for graduate students to hold office hours?

xi. Jessica: we talked with Arts & Letters that told us there is a space on 3rd floor of O'Shaughnessy.

xii. Diane: John (Lubker) can you confirm that?

xiii. John Lubker: Yes, it’s on the 2nd floor of O'Shaughnessy.

xiv. John Marchese (Literature): Yes there are 2 rooms with approx. 8 desks in each room. There is plenty of space. 253A and B you have to sign up for access.

xv. Jeremy Mann (Mathematics): How will adding windows affect the energy consumption of the building?

xvi. Jessica: We’ve been talking to utilities and sustainability to consider energy initiatives like lighting, etc. They think we will use less artificial light. There will be occupancy sensors as well.

xvii. Jeremy: Will this reduce or increase energy consumption?

xviii. Diane: It should be reduced. We will have all fluorescent lights replaced with LEDs.

xix. Jeremy: I’m talking about the larger renovation - about adding in windows.

xx. Diane: The goal is always to decrease energy consumption.

xxi. Andrea Castonguay (Quality of Life): As someone who has a carrel on the 10th floor, what is going to happen to that carrel space? Will people just lose it and we won’t have private space? How will the space be reallocated?

xxii. Jessica: Temporarily, we will house other students from floor 10 elsewhere. Arts & Letters deals with allocating spaces. You will never be without a space.
Kate Bielefeld (President): Will that temporary space be lockable?

Jessica: The spaces could be seminar rooms, and they would be lockable.

Andrea: In placing students in the seminar room, will measure be taken into account for all of our books and items? Our bookshelves are full. If we put 6 grad students in there with 25 books a piece, that's a lot of book space. Are we taking that aspect into consideration?

Jessica: We will get you something to store your materials. We don't want to give you less space than you currently have.

Emily Kirkegaard (Medieval Institute): Will there be enough desks in the tower floors for every grad student to have a reserved desk for all of their books and things?

Jessica: We did think about trying to accommodate every single grad student that would need a space. Frankly, we don't have enough space. What will happen in the carrels will be some shared space.

Diane: The goal is to keep the number that we have now, not decrease it. But we can't accommodate every single grad student. Some of the new buildings that are going up should have some space. Political Science and Sociology are two that we know of.

Emily Kirkegaard (Medieval Institute): It's a concern that we have a permanent dedicated workspace so we don't have to go find a space in the library.

Jessica: What would happen in the carrel is similar to what you have now. It will be assigned seats in the space. Yes, you still will have your seat and shelves and storage space.

Courtney Davis (Quality of Life): Not just about storage space, but also privacy. We can leave our items and know they are locked behind us. I feel like that might be lost in a shared space. I'm curious as to whether or not that has been addressed. Also, I'm concerned about the level of productivity. Can you maintain the same level of productivity once the carrels are opened up?

Jessica: We will accommodate for lockable storage as well. In terms of productivity, I haven't seen specific studies on that, but we're not the first to do this with their carrel spaces. We understand from our peers that these spaces function well for their students. That's why we are doing a test floor, to see if it works here for us.

Courtney: Is there a way to find out?

Jessica: I can certainly look into it.

Mimi Beck: Anecdotally, every time we do dissertation boot camps in the fall and spring, we always get feedback that being able to see other people working makes them more accountable. So it might actually boost your productivity in ways that you don't expect. Grad Life is putting together a tool kit for best practices to tailor the space you have to increase your own productivity. We're putting together resources.

Jessica: When people are in other departments, they have shared spaces.

John Schwarz: We have been collecting research on this and it is common that others share space. They can put on headphones, etc.
Courtney: Sometimes shared space doesn’t work for some people. Is the alternative to just stay home?

Diane: Request a carrel that’s not on 10 if you can’t share for now.

Sean Vilanova (Chemistry): In the physical sciences most people have shared spaces, people adapt.

Courtney: It won’t work for some people. There needs to be an alternative.

Sean Phillips (Health Care): Provisions for breast feeding mothers? Storage of expressed milk? Has that been considered?

Diane: We do have lactation rooms that have been designed by the university in at least one floor of the stack tower. That’s something for us to add to our list though.

Jeremy Mann (Mathematics): What are you going to do with all the marble you’re removing?

Diane: We are still working on that. Some will be repurposed. We’re not positive how well the big sheets will hold together. The idea is to keep what we can use and what we can’t may go to salvage.

Shanna Corner (Sociology): I’m wondering how much attention has been given to revamping the carrels versus placing grad students in offices in their actual departments.

Diane: I’m not sure I can speak to the campus planning aspect of that.

John Lubker: I think the consideration has been made with new construction. There’s a lack of space in current buildings. Going forward with new campus buildings we will add more grad student space.

Lindsay Baxter (Professional Development): Disability services can help with that.

Chonghyun Choi (Political Science): A lot of my colleagues study on the first or second floor. How much construction or noise should they expect, so they can plan ahead?

Jessica: Once we have bids made in December in terms of construction then we will sit down and come up with specifics about when they can’t do certain things at certain times of day or the school year. We will alert you as much in advance as possible. We want to be the least disruptive.

Diane: Hopefully they would do the really noisy work overnight when the building is closed.

Mimi Beck: in anticipation of this happening, we’re taking an inventory of other study spaces on the campus. We’ll run it in The Stream under “Space Invasion” when it’s open, who’s allowed to be there, can you have food, etc.

Kate Bielefeld (President): I’m glad to see the elevators will be closed over the summer. There’s a lot of traffic between 1 and 2 on the elevators and that slows down the ability of people to get up high in the tower. I encourage staff members to take the stairs.

Andrea Castonguay (Quality of Life): Is there a way to dedicate certain elevators to the upper floors? Can we rethink our elevators?

Diane: That is a great suggestion. Thanks.
4. Kyle Watson (Co-Vice President): I just passed around the sign in sheet, make sure you sign in.

5. Kate: Next order of business. Minute approval.
   a. MacKenzie Warren (Women Faculty & Students/Quality of Life): On page 5, there's a big block of stuff that I said. I'd like the following changes to be made: Change "a demographic on the LGBTQ community" to "a climate report on the LGBTQ community." Also change "bad feedback on the discrimination policy" to "feedback on the discrimination and anti-harassment policies."
   b. John Marchese (Literature): Motions to approve the amended minutes. Shawn Vilanova (Chemistry): seconds. All in favor. Minutes passed with amended changes.

6. Kate: Next is the Constitutional Amendment. We are amending the job description of the administrative assistant.
   a. Kyle Watson (Co-Vice President): I wanted to comment and say that because the executive board and the chairs change every year we would have someone in the office that would remain in the office that would permanently be able to maintain everything and not have any info lost when chairs turn over.
   b. Gillian Shaw (Social): Are the hours going to increase substantially?
   c. Kate: We are hoping that it will be 40 hours. We need to figure out how to budget that.
   d. Gillian: The 8:00am-2:00pm hours are really frustrating to work around.
   e. Kyle: We are going to make the hours later, 10:00am-4:00pm instead of 8:00am-2:00pm and the administrative assistant will have to come to the meetings.
   f. Jeremy Mann (Mathematics): It says the position will work more on the website. How will we ensure that the administrative assistant has web experience? The website is awful right now.
      i. Kate: It is a mess, but it’s incredibly easy to use (to update). That’s one of the major reasons why we want to shift it over to a permanent position so someone could work on it every day. The administrative assistant would be in charge of facilitating the update of the entire website. We can work with OIT to make sure training is provided where necessary.
   g. Kyle: If and when the position would come to be available again, we would hire someone new with these responsibilities in mind.
   h. Gillian: If the administrative assistant position takes the minutes, newsletter, and website would we not have a Publicity and Procedures Chair?
      i. Kate: Yes, no more chair.
   i. Jeremy: So we would need to post events through people through the administration?
      i. Kate: Yes, the GSU administrative assistant works for both the GSU and the Grad School. In terms of the hierarchy of accountability, the admin assistant would be directly accountable to the GSU president. Anytime the GSU is in transition then the administrative assistant is accountable to our advisor, Peggy.
      ii. Jeremy: My only concern is that if the grad students want to communicate with GSU they have to go through someone that is not
under the accountability of a grad student. We should try and keep the line of communication between the grad student union and the grad students.

iii. Kate: If you look at our organization chart, the GSU president is at the top, the administrative assistant is underneath and then the VPs take responsibility over the chairs. Peggy is the adviser.

iv. Lindsay Baxter (Professional Development): Are you afraid the administrative assistant will change the language?

v. Kate: the administrative assistant doesn't have the authority. We set the policy and they have to follow it.

vi. Gillian: I feel like Donna does most of this anyway, except for what Publicity & Procedures chair does. I don't think that this expansion of her role is a bad thing. She already does so much for us. I do really appreciate all of her help.

vii. Kate: The intention is that with Donna in charge of the newsletter or website etc. then she will be in the communication route. She’s more aware when things come for budgetary purposes and more integrated.

viii. Peggy Hnatusko, GSU Advisor: I’ve been GSU’s adviser for 6 years. At first it was her responsibility. Then they wanted to give that responsibility to grad students and it got switched.

j. Jeremy: in the future would there be the possibility of having someone with experience with web design go in that position?

  i. Kate: The way that Kyle wrote it, we want someone to fulfill all the qualifications but also have prior experience specifically working with grad students or grad school, or a spouse of a grad student.

k. Chonghyun Choi (Political Science): Is Donna ok with this?

  i. Kate: I presented this to Donna on Monday. She didn’t raise any objections. Any constitutional amendment has to pass twice which gives time for reflection and thought. And the changes would not go into effect until next July. We will have 4 meetings next semester so we can re-amend it if we need to.

  ii. Kyle: Ultimately it comes down to what the GSU needs. She is in a role to aid the GSU. IF our needs change than her duties need to change.

l. Jeremy: Will she be eligible for more benefits?

  i. Kate: That is our goal, but we have to jump through some budgetary hoops since she’s co-sponsored between the GSU and the Grad School.

  ii. Kyle: We’re voting to change her position and we want it to be full time. But we do think that these duties could be done in 30 hours a week.

m. David DeJong (Theology, Ph.D): There’s a typo that says effective July 2014, shouldn’t it be July 2015?

  i. Kate: Yes, that’s a typo.

  ii. John Marchese (Literature): There’s a typo under the proposed changes under item 4 council is spelled wrong.

n. Peggy: Donna is currently full time 30 hrs. per week for 12 months. What we are asking for is to increase the hours that she’s paid to accommodate whatever you want to accommodate. She already has benefits.
o. William Smith (Philosophy): motions to approve the amendment with changes.

p. Christopher Scheirer (Medieval Institute): seconds. One opposed (Jeremy Mann).

7. Kate: Now we will move on to committee reports. Kyle reminds everyone that each department rep needs to sign up for at least one committee.

a. Meredith Dolman, Biological Sciences (Academic Affairs): My report stands. I don’t really need any committee members but I could use help with developing ways to solicit grad student advice on my committee reports. What types of online storage you would like? CurateND is getting ready to go live next semester. Academic technologies, printing, library information, effective ways to solicit grad student opinions.

b. Executive Committee Report Tony Cunningham, Psychology (Co-Vice President): We made a parking survey. Please send it out to your department, send to your admin assistants. I’d like to get 500 people to fill it out; we had 100 fill it out the first day. The second thing I want to highlight is that I’m on a committee about Eddy St commons growth. I’m giving my personal opinion right now, please let me know if you have suggestions for that area.
   i. Kyle: Not to bias anyone’s responses, if we get a lot of negative responses about the parking it will give us more weight.
   ii. Tony: keep things in perspective, they might increase the shuttle.
   iii. Andrea Castonguay (Quality of Life): Tony for Eddy St commons is anyone considering family services like a daycare center?
   iv. Tony: It was not mentioned when I was there, I will bring it up.
   v. Lindsay: I’d like to suggest a doggie daycare.
   vi. Tony: I’ll bring up both.
   vii. Kyle: I want to mention to apply for your CPGs early. Warmer months bring a LOT of conferences; apply early if you want to get a grant for the spring.

c. Sean Phillips, History (Health Care): My report largely stands. I think it’s very important to have people to work with me on this committee. I need a lot of people to bounce ideas off of. We’re coming up with a series of seminar talks about Ebola, engaging questions of public health on campus.
   i. Andrea: Do we have anything prepared for Mental Health awareness week for March?
   ii. Sean: There isn’t one in March, its October of each year. There might be a typo on my report.

d. Michelle Comas, Psychology (Internal Affairs-Orientation, Symposium, Teaching Awards): My report stands. If anyone has suggestions of faculty members from their department that can help judge the research symposium please e-mail (mcomas@nd.edu).

e. Lindsay Baxter, Chemistry & Biochemistry (Professional Development): our report stands. The 3MT event is the three minute thesis, it’s a competition the winner gets a $3k travel grant with 2nd place receiving $1500 and 3rd receiving $500. There will be employers there as judges. There is representation from every college.
   i. Kyle: All under the grad school?
   ii. Lindsay: Yes.
iii. Antonio Lenore, Chemistry & Biochemistry (Professional Development): But it will be held in Mendoza. There will be 20 participants, 5 from each school. Submissions of slides and abstracts. The event will be held April 9th. This is the first time it will be held in America.

iv. Lindsay: We have the professional development expo in the fall and this event in the spring. We have a weekly committee meeting and sometimes we need help with that. You’ll get to network with people across campus and in the administration. Let me know if you are interested (lbaxter1@nd.edu).


g. MacKenzie Warren, Physics (Quality of Life): we need lots of help, various topics we’re working on spouse and partners, dealing with our website.

i. Andrea Castonguay, History (Quality of Life): Our report mostly stands.

ii. MacKenzie: Under the LGBTQ subcommittee, in terms of benefits, do you know when we can add partners? Transgender Day of Awareness happened today and was rushed. It was a great event. Thank you for everyone who showed up and helped organize it.

iii. Emily Kirkegaard (Medieval Institute): We are going to have a series of talks about being LGBTQ in academia.

iv. MacKenzie: in order to facilitate future events we will have biweekly meetings with Peggy.

v. Andrea: There is a GSPN event this Sunday, Thanksgiving Potluck from 3-5 pm.

vi. Andrea: Updates regarding the preferred realtor program – Courtney has had 2 meetings with Cressy & Everett and it will get handed off to Grad Life. Off campus safety, Courtney has been in touch with ND police and SB police, and the chief of police wants to talk to GSU. We had a grad resource report a threatening note left on a car, but I have yet to get a formal report on that. If anyone has any QoL issues on harassment or pay, etc. send it to us.

vii. Lindsay Baxter (Professional Development): About the housing questionnaire, a large portion of us rent and don’t buy. Can you educate incoming grad students on landlord laws? They are very different in this state.

viii. Andrea: Educating grad students who rent or buy definitely needs to happen.

ix. Lindsay: Pets are very important for a lot of grad students and a lot of people won’t rent to those with pets.

h. Gillian Shaw, Chemistry & Biochemistry (Social): If you serve on the social committee you would help me with events. I have an informal committee right now and sometimes there’s someone really passionate about an event and I let them take over. IF you don’t want to take over that responsibility you could have people sign waivers with me, you could call venues for me. It varies how much responsibility you want to take on with me. To add to my report, the MockingJay movie premiere is tonight at 9pm. There was a small
hiccup with that. We were sent a mix of platinum stand vouchers and concession stand vouchers. It's actually a good thing; we got charged $6 instead of $8, so now grad students that purchased tickets get a ticket for tonight and any movie in the future. I also increased the number of tickets this year from 50 to 70, but they sold out within 3 hours. The other update is for the charity gala at Riverside Terrace. In addition to offering an elimination of the room rental fee, they also have parking available on premise and valet parking. The Woodward room still hasn't gotten back to me, so I'm eliminating them.

i. Tony Cunningham (Co-Vice President): Did the movie theatre reimburse the $2?

ii. Gillian: They charged us for the concession stand and sent us the platinum ones.

iii. Jeremy Mann (Mathematics): I'd like to suggest Langlab for a location, and another location to try would be Birdsell mansion.

iv. Meredith Dolman (Academic Affairs): Langlab was used by the bio department for our party, I can ask.

8. Emily Kirkegaard (Medieval Institute) motions to adjourn. Brian Vande Kolk (Physics) seconds. All in favor. Meeting ends at 8:08pm.
Minutes

December 18, 2014

OFFICERS: Kathryn Bielefeld, Political Science (GSU President); Kyle Watson, Chemistry & Biochemistry (Co-Vice President); Anthony Cunningham, Psychology (Co-Vice President)

CHAIRS: Meredith Dolman, Biological Sciences (Academic Affairs); Sean Phillips, History (Health Care) ABS; Michelle Comas, Psychology (Internal Affairs-Orientation, Symposium, Teaching Awards); Lindsay Baxter, Chemistry & Biochemistry (Professional Development); Antonio Lenore, Chemistry & Biochemistry (Professional Development); Samantha Atkins, Bioengineering (Publicity & Procedures); Andrea Castonguay, History (Quality of Life); Courtney Davis, Theology (Quality of Life): MacKenzie Warren, Physics (Quality of Life); Gillian Shaw, Chemistry & Biochemistry (Social)

DEPARTMENT REPRESENTATIVES: Stephanie Freed (Biological Sciences); Sean Vilanova, (Chemistry & Biochemistry); Mingming Cai, (Electrical Engineering); Ben Wetzel (History); Mike Haskel [alternate], (Mathematics); Mae Kilker (Medieval Institute); John Marchese (PhD Literature); Sarah Dietz, Bryant Vande Kolk (Physics); Gregory Siems (Political Science); Danielle Fulmer, Shanna Corner (Sociology); David DeJong (Theology, Ph.D)

WOMEN FACULTY & STUDENTS: MacKenzie Warren (Physics), Karen Hooge (Sociology) ABS

UNIVERSITY VILLAGE REPRESENTATIVE: Kristofer Glinton (Chemistry & Biochemistry) ABS

FISCHER O’HARE GRACE REPRESENTATIVE: Dallin Lewis (English) ABS

1. Kate Boehlefeld, (President) calls the meeting to order at 6:39pm and thanked individuals for coming during finals week.
   a) Kate begins with the first order of business; a presentation by the ND Security Police and the South Bend Police Department. Dave Chapman, Chief of police on campus as well as a colleague he worked with in SB before he came to Notre Dame, Chief Ruszkowski.
      i. Dave talked about safety on and off campus and also informed the group that Sgt. Tracy Skibins is ill and not able to join us tonight.
      ii. Courtney Davis (Quality of Life) I’ve been trying to get my foot in the door for quite some time.
      iii. Scott Ruszkowski, Police Officer SB: This conversation will hopefully lead to other conversations. I’d like to answer any questions individuals may
have. I have been on the job for 27 years and held every rank in the police department.

iv. Courtney: Can I add quickly that I met Chief Ruszkowski out at a meet and greet in the community and it impressed me that the SB police department was out and about and that uniformed officers are going out in the neighborhood to meet people and shake hands. This is an opportunity for students to get to know Chief Chapman and Chief Ruszkowski.

v. Dave: We will discuss on-campus security first. What you can do to help us and what we can do to help you.

a) If you have bicycles you need stored for the winter we will store them for you tomorrow from noon to 6:00pm at Gate E of the stadium.

b) If you are going home over Christmas and you’re worried about storing items in your house, we will store them for you and you can pick them up after break. We have done this for 5 years and the most we have ever had is 4 students bring their items to us. Feel free to bring your items in anytime.

c) We have OSNAP for the electric vehicles; however they leak and don’t have heaters in them. We now have a van called OSNAP and we will pick you up anywhere on campus and take you anywhere on campus from 8:30am-7:30pm Monday through Friday and 9:30am-2:00pm on Saturday. This is going over very well with students and we might need to buy another van due to its popularity.


vii. Dave: I would like to apologize for the parking situation on campus. We are trying to work the best we can with shuttles and appreciate your patience. You may want to put our number in your cell phone.

viii. Dave: If you call 911 on campus it might go to SB, Mishawaka, or the State police not directly to us. We like to think we have a safe campus; however, we do have crime. We are an open campus, anyone can come here 24/7. I have 3-4 police officers working at any time and we cannot be everywhere. If you see something that doesn’t look or feel right, call us! We’ve had burglaries but we have never had a break-in. Students open the doors for them – and no one locks their doors at ND. Call us right away, it helps us. Last, we have really worked with SB and area police about our parties off campus.

ix. Chief Ruszkowski: If SB police get a loud call and you cooperate, they will say turn it down and then they will leave. Students would slam the doors in the officer’s face and run, and that causes issues. Just cooperate.

x. Mae Kilker (Medieval Institute), what are the actual guidelines in terms of noise?

xi. Chief Ruszkowski: We actually use a decibel meter, but if it is irritation to you we will go down to “unreasonable noise.” When we do the safety summits, I tell people to have a designated greeter. Cops want to take the path of least resistance.

a) I want to highlight some things from the outline. “Neighborhood Watch”: nobody is doing it. They gave out candy canes that say “SouthBendpolice.com” and their twitter. Nobody from the
community is stepping up, other than a small handful. Get the word out and start somewhere to get neighbors to talk if they see something. Bad people don’t want to go where there’s unity.

b) Our shootings are down 43% since May. 1/10 of 1% is involved in crime around the city.

c) Have a conversation as a group in your neighborhood. It’s more than a sticker in the window. Have good lighting and shrubby below the windows. We will come out and do a survey for free about how to make your house safer. When you leave, put stuff in your basement or upstairs, put it out of sight or have it stored on campus. Mark your items and put the last 4 digits of your social security number on the back of your items.

d) We have engravers at the police department if you want to engrave your items, but you can use a permanent marker to write on your TV, the police can use a flashlight to see your markings. We have increased the patrol units and we haven’t had any incidents reported around campus.

xii. Courtney: What is the cause for break-ins? Can you name the top three things for students to do to prevent that?

xiii. Chief Ruzkowski: The best thing you can do is to make it look like somebody is living there.

a) Make sure when they look in they can’t see electronics or laptops.

b) Have someone shovel your walk when you’re gone.

c) Take your car in and out of the driveway.

d) Walk up and get the newspaper.

e) Install motion lights.

f) Communication is #1.

g) Let your neighbors know where you are.

All police officers need is reasonable suspicion.

xiv. Mae Kilker: How would we request a safety inspection?

xv. Chief Ruzkowski: The crime prevention number is on the pamphlet 235-9037. Call that number.

xvi. Chief Chapman: Buy light timers that work when one goes out in one room, another one goes on. Have a neighbor you trust change the timer. It will look like someone is walking through the house.

xvii. Andrea: What if you are renting from a place and you let your landlord know you’re going to be gone; however, your landlord doesn’t take care of the shoveling. What do you do at that point? Is there a fine for not shoveling your walk?

xviii. Chief Ruzkowski: Yes, I believe there is an ordinance that it needs to be shoveled if it is 3” or more.

xix. Courtney: Is that code enforced?

xx. Chief Ruzkowski: Yes.

xxi. Dave: Before I forget, the bookmark I gave out for www.crimereports.com enables you to set different settings so that you can see where burglaries, robberies, and other crimes take place in any neighborhood. It is updated once per day. We are working with crime reports now where possibly in another year a student can set up an e-mail service for crimes in your neighborhood.
xxii. Courtney: Yes, I actually have that now. The only problem I have with neighborhood watch is how to manage a group. I received a text Friday night when I was out saying someone was vandalizing a car, so I said “call 911.”

xxiii. Chief Ruzkowski: We have been doing a lot of analysis out there. We have a crime analysis network with 70 people that come every Thursday.

xxiv. Courtney: Any last questions? Thank you both for coming out.

2. Tony Cunningham (Co-VP): Administrative assistants are working on a system to communicate between themselves. They are looking for what students typically need from them across departments. My goal is to come up with a list to make sure they include this in networking.
   i. Andrea: Is this anything that we need?
   ii. Tony: Yes, literally anything at all.
   iii. Andrea: Have they come up with a set of feedback or bullet points that they are having trouble getting X information?
   iv. Tony: No list yet, that’s what they are actually looking for.
   v. Courtney: First the calendar – a department calendar. The other thing is we get too many emails; we need them to filter things better.
   vi. MacKenzie Warren (Quality of Life): Travel reimbursement would be another area where department secretaries should communicate more effectively with graduate students.
   vii. Mae (Medieval Institute): That’s what I was going to bring up. I had problems where the information was 2 years out of date and the person approving isn’t even employed here any longer. The Medieval Institute started making a calendar that is very helpful.
   viii. Andrea: It only goes out every other week or something?
   ix. Mae: She does a weekly email of events and she created a google calendar.
  x. Meredith: When putting in work orders for building maintenance, they don’t give anyone who requested it any information to see if the work has been completed. Better record keeping and sharing would be good.
  xi. Lindsay Baxter (Professional Development): Having a cross-listing across departments for the housing situation would be nice.
  xii. Samantha Atkins (Publicity & Procedures): We do have a housing section on the GSU website.
  xiii. Andrea: Can we have an in network type of craigslist? If we could expand that would be great.
  xiv. Tony: Right now they are working on picking the system that they are going to use.
  xv. Gillian Shaw (Social): In my department for the housing situation we ask the Administrative assistant to let them know when they’re moving and have things to sell.
  xvi. David DeJong (Theology): As an international student there are things that come up that I think would be common across the departments.
  xvii. Andrea: Any financial decisions that get made in regards to stipend changes – knowing the rules for stipends and updates for the rules.
  xviii. Meredith: Also that they know the rules for different fellowships that might come under the department.
  xix. Tony: I think the stipends and payment has been precipitating this effort.
3. Kate: Mike Haskel from the Department of Mathematics will present a request to have students be able to contribute to 403 retirement plans.
   i. Mike: I would like to talk about the availability of 403(b) retirement accounts to graduate students. The proposal in general is to allow graduate students on stipends to open the same type of retirement accounts that faculty and staff have. The 403(b) retirement accounts for working people save money to live on when they retire. There is income tax, dividend tax, and capital gains tax. These taxes end up costing a lot of money. To avoid that, the Federal Government has 2 main programs (1) individual retirement accounts and (2) employer sponsored retirement accounts. Those at ND are 403(b) accounts. Anyone with income can open and contribute to an IRA. Employees can contribute to 403(b) accounts as a benefit to employees. When you contribute to these programs you specify if it’s a Traditional or a Roth contribution. Traditional accounts are set up so that you don’t owe any taxes when you make the money and the taxes are deferred until you withdraw during retirement. Roth accounts, you do owe taxes on the money while you earn it but it grows completely tax free. For graduate students, the Roth account is usually preferred.
   ii. Lindsay: We get tax services on campus, but it’s limited to “easy things.” Will this complicate that?
   iii. Meredith Doellman (Academic Affairs): With Roth you don’t have to do anything special. In the 403(b) account there is a contribution limit of $18,000/yr. With an IRA you have the most control over it. Can you have both a Roth and a Traditional account?
   iv. Mike: You can have both, but then it is $5,500 total that you can invest. The 403(b) gives you higher contribution limits and more guidance available through ND HR. Right now ND contracts with Fidelity Investments to provide 403(b) to employees and faculty. I’m proposing that ND opens this up to graduate students receiving ND stipends. I’m not asking for ND to make contributions.
   v. Courtney: As an employee, you’re going to be here for 10, 20, 30 years. As graduate students, when you leave your place of employment you have to decide if you’ll roll it over, or what you are going to do with it.
   vi. Mike: There are 2 options (1) you can keep the money in the account you opened. ND doesn’t run the accounts themselves. You can just keep your account with them, or (2) after you leave, you can roll it over into a new plan with your next employer.
   vii. Kate: Can they legally not make contributions because we are students and taxed as students or do you think they won’t go for it?
   viii. Mike: It’s a much heavier proposal for them to contribute to them.
   ix. Andrea: You’re proposing that they can specify a minimum eligible stipend amount or program duration. Maybe you should make it part of the ND welcome packet and graduate students can decide if they want to contribute. It should also be able to come directly out of our paycheck.
   x. Mike: I think it is a legal requirement that they have to be taken out of your paycheck directly. The eligibility point is more about MS students on a short duration or a small stipend. This should be a very low cost proposal. University payroll systems are already set up to handle the 403(b) designations. The only foreseeable costs are to evaluate the proposal
and craft information materials. This will provide a competitive edge to recruit top students.

xi. Danielle Fulmer (Sociology): Do you know if other graduate schools offer these to their students?

xii. MacKenzie: Are there any educational programs to help learn how to use this?

xiii. Meredith: Fidelity has a lot of that info on their website.

xiv. John Marchese (Ph.D. in Literature): Have you looked into the legal question. They are only available to people classified as employees. So I’m not sure this is allowed under the tax code.

xv. Mike: I think that the tax code counts stipends as earned income, but I’m not an expert on all of this.

xvi. Andrea: Is a 403(b) an option for graduate students? Ask them before doing the proposal.

xvii. Courtney: What is stopping a student from walking into a bank saying I want to set up an IRA?

xviii. Mike: You can go to any institution and open an IRA account or a general investing account, but they have significant tax consequences.

xix. Courtney: The higher contribution limit with student stipends would be a particular segment of the community that has a prestigious fellowship or students with parents that are funding them. On the other hand there are those that have a fellowship with partners and spouses, so is that going to be the greatest concern?

xx. Andrea: Who is putting this proposal together and what is the current status and timeline?

xxi. Mike: This is the first place I’m bringing it up and I’m hoping the GSU can help me figure out the next step.

xxii. Kate: Yes, we can definitely work together.

xxiii. Mae: I think it’s a good idea and I think it’s smart. I wonder how many people it would make a difference for. Why can’t the university contribute to our accounts? No one knows how to address graduate students, we should advocate for benefits like the other employees of the university.

xxiv. Mike: I think it would be a good thing to ask for. I’m just being conservative in my request.

xxv. John Lubker: Your stipends are considered 18 hours. Employees are not eligible for benefits if they’re not 30 hours per week, and ND won’t contribute. You wouldn’t fall within the eligible pool for this.

xxvi. Mae: Is this according to ND or Federal?

xxvii. John: It is ND.

xxviii. Peggy: Employees that are part time contribute to 403(c). They also need to be non-exempt.

xxix. Mike: Are you sure that the pension plan 403(b) breaks down under full-time part-time?

xxx. John: It breaks down over exempt/non-exempt.

xxxi. Mike: Are we exempt or non-exempt?

xxxii. John: I’m not sure.

xxxiii. Kate: But we aren’t allowed to hold a separate job, so that might be an argument.
xxxiv. John: The reason that we don’t allow graduate students to take other jobs is because you’re not employees you’re students.

xxxv. Kate: Mike, if you could back this in the spring with a report.

4. Kate: Committee reports quickly.
   a) Meredith Doellman (Academic Affairs) Meredith had to leave early but her report stands.
   b) Sean Phillips (Healthcare). Sean couldn’t be here and his report stands.
      i. Mae: I want to update on The University of Oregon situation – they reached a deal of hardship fund that can be used for graduate students to take a leave of absence.
      ii. Andrea: I’d like to follow up on one thing. There is talk about trying to ask for our dental plan back. I know Sean is working on that.
      iii. Kate: We are planning on inviting Sean to make a presentation on that in the spring.
   iv. MacKenzie: Any update on spousal insurance for same sex couples?
   v. Kate: Yes it has been approved.
   vi. Courtney: Will we have some information on the Affordable Care Act?
   vii. Kate: For next year, healthcare is fully subsidized.
   viii. Courtney: Wouldn’t it be nice to take your subsidy and put it into the healthcare plan of your choice?
   ix. Kate: They won’t let us do that because student health insurance is different from employee health insurance.
   x. Courtney: There’s got to be some type of alternative.
   xi. Kate: IF you want to write a critique for the spring you can present it.
   c) Michelle Comas (Internal Affairs): My report stands. I am still trying to nail down 2 judges from the Chemistry & Biochemistry department.
   e) Samantha Atkins (Publicity & Procedures): My report stands.
   f) Andrea Castogony, Courtney Davis, MacKenzie Warren (Quality of Life): Our report stands.
      i. MacKenzie: it says Merry xmas on the GSU newsletter.
      ii. The Potawatomi is opening their doors to offer study space, so this might be a good option for graduate students. There is a $20 membership for students. If there is a lot of interest we might be able to get some GSU subsidies for it.
   g) Gillian Shaw (Social): My report stands.
      i. MacKenzie: You said you had budget issues. Can we roll all that into one event in the future?
      ii. Gillian: All of the events that happened this semester were the same as last year, they were just bigger. The only addition was the Green December Sustainability Charity event.
      iii. MacKenzie: There were a lot of events in one week.
      iv. Gillian: The parties are established so that the Christmas party and the Children’s Christmas party are always a day apart.
      v. MacKenzie: That doesn’t mean it can’t change.
      vi. Tony: Committees are getting up and running and seeing what sticks. Things will get sorted out.
      vii. Courtney: Let’s reflect upon that and see if we can make it better.
      viii. Kate: Include that in your end of the year report.
ix. Bryant Vande Kolk (*Physics*): Is there something in place for inter-committee communication?

x. Mae: Can you make a discussion board so you can say “this is happening at x time, and is there anything conflicting?” I have a question for next semester. Someone mentioned a social service project?

xi. Gillian: I don’t know how to please everyone. I get complaints that I don’t do enough culture events. I added one this year.

xii. Tony: you mentioned that if someone was interested in making an event and planning it we would be interested.

xiii. Gillian: Yes, another plan I have to get more events going is to have a fundraiser with Chipotle. The rest of the events I have planned are not that expensive. The GSU in general was over last year and $1200 from the social budget was automatically moved to the catering budget.

xiv. Kate: GSU has a $10k surplus this year. We could free up some of those funds pending a vote to give social an increased budget for the spring.

h) Kate Boehlefeld, Kyle Watson, Tony Cunningham (*Executive Committee*):

i. Tony: They have decided to run the shuttle from 7:00am-7:00pm straight, but the gaps are not fixed. We received 350 responses from our survey. The average parking rate is somewhere around 1.7 and shuttle 1.85. Graduate students are not really happy with it. Kate wrote up a proposal for shortening the time between routes and to go until 9:30 pm. We also asked for better posting of shuttle schedules (hard and digital copies to all graduate students). We are asking for reconsideration of our parking fee or a designated lot for graduate student only use. Given that guests can park there without consequence and we get ticketed, we would like our parking reimbursed. The shuttle should be stopping at LaFortune and at the other side of the library (anywhere there is a road that you can drive within campus). We calculated the average arrival time (9:12 am) and the average departure time is 6:23pm. It’s clear that it’s not functioning.

ii. Kate: I’m hesitant to ask for them to add stops, because we are asking them to shorten the time that the people are riding the shuttle. We could ask again in the future for that. We are doing heavy hitting with reconsideration of the parking fee.

iii. Tony: We can put additional chips on the table at a later time.

iv. Courtney: Specified stops like LaFortune make common sense.

v. Tony: Have routes specified and let them stop and let you off wherever you want. It should be more like a city bus.

vi. Kate: If you have more comments on the proposal please e-mail them to me hopefully by tomorrow. We will e-mail it out to all department reps and we will do an e-mail survey for approval.

vii. Courtney: I wanted to pass along that the x-ray tech was complaining about the shuttle and wished she had a survey.

viii. Kate: The next step after we approve it is to send it to faculty senate so they can endorse it, then we will send it to the parking committee people.

ix. Courtney: Will there be another opportunity for staff?

x. Kate: My guess is that if staff wants something similar, they will need to do it on their own. Right now we need to keep the graduate student proposal just for the graduate students.

xi. Mike (presenter): Can you explain why people got tickets?
xii. Sean Villanova (Chemistry & Biochemistry): I always have exams in Stephan Center and I came to my car in D lot to a parking ticket.
xiii. Samantha: I don’t think everyone received the information about the warning if you park in the D lot.
xiv. Mike: They need to make this more clearly available.
xv. Kate: There is a specific line in the proposal requesting more material.
xvi. Sean: I am now a representative on the parking committee.
xvii. Andrea: This would be a great thing for the administrative assistants to follow up on.
xviii. Kate: Please send me an e-mail with feedback within a couple days.

5. Kate: Next semester I would like to put together a steering committee and a series of working groups for the GSU to take stock of where we are and where we want to go moving forward. The graduate school asks the GSU for a lot of money requests. We need to figure out what we want to support, how we want to support it, etc. Different working groups will come up with mini 5 year plans for the different sections and then we come together to make a 5 year plan. Suggestions?

xix. Andrea: It seems like a steering meeting twice is a small number. That seems small for something so big. Maybe the committee should meet once a month with a working group.
xx. Kate: My thought was that the steering committee would provide a list of things for the working groups. I would like the Dean of the Graduate School to be on the steering committee. More than 2 meetings in a semester is a lot for her to commit to.
xxi. Andrea: Can she send a representative?
xxii. Kate: The leaders of the working groups will sit on the steering committee as well.
xxiii. Andrea: Who are you looking for on the steering committee?
xxiv. Kate: The first goal is to have Graduate students lead working groups. The proposal suggests that the steering committee begin by considering the creation of at least three working groups. One group would be related to the relationship between the Graduate School and the GSU and would include academics and professional development. A second group would be related to graduate student life and would include graduate student family services, health care, diversity and inclusion issues, and social opportunities. A final group would be tasked with considering the structure of the GSU itself, from its constitution, to the fees it charges, to its overarching mission.
xxv. Andrea: I don’t think we have the full report?
xxvi. Kate: It looks like the full report isn’t attached. I will send it out. First we will recruit the chairs of the working groups then I will send an e-mail looking for student recruits.
xxvii. Andrea: So then one of the guidelines for the steering committee there would be someone from all schools and then someone from the GSU executive board?
xxviii. Kate: Yes, I’m going to be the chair of the steering committee.
xxix. Andrea: How will you be putting together working?
xxx. Kate: A large call for students to sit on committees will go out and then the chairs will be responsible for selecting the meeting time.
xxxi. Tony: If you have an interest in chairing one, you’ll probably be able to.
xxxii. Peggy: I want to make sure you bring in the campus crossroads project as part of it. I don't want that lost.

6. Mae Kilker (*Medieval*) motions to adjourn. Sean Vilanova (*Chemistry & Biochemistry*) seconds. Meeting is adjourned at 8:40pm.
Executive Committee Report
January 2015
Submitted by Kate Boehlefeld, Tony Cunningham, Kyle Watson

Conference Presentation Grants
The review committee is meeting this week. Because it is the slower time of the year for conferences, almost all applicants are receiving funding.

Faculty Senate
The approved resolution from the GSU pertaining to parking was sent to the faculty senate president for consideration. The full senate does not meet until the first week of February. They will likely vote to support the resolution then.

Parking Survey
The proposal written on the survey results was passed over winter break by electronic vote. That proposal has been given to the Faculty Senate for their endorsement.

Five Year Plan
The creation of a five year plan steering committee was passed over winter break by electronic vote. Work has begun on establishing a time line and series of meetings for both steering committee and working groups.
Academic Affairs
January 2015
Submitted by Meredith Doellman

Academic Council and Advanced Studies Committee
No meetings were held during the winter break. We will meet next on Wednesday January 21st.

University Committee on Libraries
No meetings were held during the winter break. The next meeting of the UCL is scheduled for Thursday February 5th.

University Committee on Academic Technologies
UCAT has not yet released the spring semester meeting schedule.
Graduate Student Union Sponsored Blood Drive
The second GSU blood drive of the semester occurred on December 16th, 2014 from 10:00 AM to 5:00 PM at the Hesburgh Library Circle. Two more are scheduled for the spring semester. Despite the later December scheduling, this second blood drive brought in more donations than the first. The coordinator from the South Bend Medical Foundation sent a message to the GSU that reads:

“The Medical Foundation would like to extend our gratitude to the University of Notre Dame for their continued support. We would also like to say a special thank you to Sean Phillips for all of his assistance and dedication in organizing an incredible, lifesaving blood drive. Your organization will directly impact the lives of trauma victims, cancer patients, surgery patients, premature infants, patients with sickle-cell disease, and many, many others. What a great community and network of individuals that care at the University of Notre Dame!”

Upcoming Health-Related Events and Opportunities
Are you a student in the hard or social sciences, engineering, humanities, arts, or theology? Does your research or professional curiosity intersect with the medical? If so, please join us on January 20th in 119 O'Shaugnessy Hall for the first of our "Free Clinics" in the medical humanities. Lunch will be supplied (pizza and soda from Rocco's) and after a brief introduction, three students (one from HPS and two from the History Department, including GSU Health Chairperson Sean Phillips) will each present a 10 minute talk on their view of the state of the field, and how their work intersects with it. We will then open the floor for questions and a general discussion.

ND students, stop by the Notre Dame Room inside LaFortune and learn more about our Fighting Irish-Fighting Cancer organizations and clubs on January 22nd from 4:00-6:00pm. There will be representatives from Harper Cancer Research Institute, American Cancer Society Club of Notre Dame, Camp Kesem, Fighting Together, and Relay for Life

Registration for Fitness classes and Instructional series opens online 7:30 a.m. Thursday, Jan. 15 via RecRegister. Registration continues throughout the semester if space is available in class.
Pink Zone Spin-a-thon, Spin for a cause! Join RecSports for twenty-four hours of cycling from noon Friday, January 30th to noon Saturday, January 31st in the Rockne Memorial Cycling Studio B026.

Any addition suggestions, additions, or concerns, are welcomed and can be addressed to Sean P. Phillips at sphi4@nd.edu.
Internal Affairs
January 2015
Submitted by Michelle Comas

GSU & Office for Postdoctoral Scholars 7th Annual Research Symposium
There is currently no new planning / event information or activity to report regarding the Research Symposium due to the Holiday break.

Meetings and information on this event will be picking up with the start of the new semester this week and as the date for the event nears.

If anyone still maintains a recommendation for a faculty judge in their department that they feel would serve well in this judging position and has the time / would be willing to commit to this, it is not too late and please do not hesitate to email me at mcomas@nd.edu. I will be sure to follow-up with faculty as soon as names are submitted.
Professional Development
January 2015
Submitted by Lindsay Baxter and Antonio Lepore

3MT
The 3MT planning committee has been established and corporate sponsors are being contacted. Advertisement will start the beginning of February, and applications for presenters will take place in February and March. We will use ND Catering to supply refreshments immediately following the event to allow students to interact with corporate representatives. All presenters will receive one free drink. We are still looking for volunteers to help with this committee, so interested parties are encouraged to contact Antonio Lepore (alepore@nd.edu).

Ethics Workshop
We are also serving at the ethics workshop on Monday 1/12 to help with the logistics of the event. The Graduate School PD Team is now setting in place a more user-friendly calendar of events so students can find events and programs that specifically help them in areas of their professional development.
Duties and Responsibilities

Weekly

Website Management
- GSU sponsored events from the Newsletter were added to the calendar and listed on the website's Events page.

Management of Facebook and Twitter
- The Twitter account is linked to the GSU Facebook account, so by posting on Facebook, GSU also makes the same announcement on Twitter.
- Facebook was utilized to post GSU events like: Green December, GSU Ugly Sweater Christmas Party, GSU Children's Christmas Party, GSPN Jingle Bell Ball, Campus Ministry's Fellowship Dinner, GSU Blood Drive, and Sister Act tickets.

GSU Newsletter
- November had a total of 2,682 student recipients of the newsletters, and December has a total of 2,480.
- This month featured: Green December, GSU Christmas parties (children and adult), GSPN Jingle Bell Ball, Charity Gala Vote, Bathroom Survey, Parking Survey, Food Survey, Queer in Academia, Sister Act Tickets, Better Cheaper Bus, and professional development events from the Graduate School.
  - December 3: 27% open rate
  - Queer in Academia: 57.7% open rate
  - GSU Christmas Parties: 49.0% open rate
  - Christmas Countdown December 10: 47.7%
  - Jingle Bell Ball Ticket Update: 48.3%
  - Finals Week! December 17: 50.1%
  - Dec 1st number of subscribers: 2,682
  - Dec 31st number of subscribers: 2,480
  - Average open stat (Dec): 46.6%, up 0.1% from November
Quality of Life
January 2015
Submitted by Andrea Castonguay, Courtney Davis, and MacKenzie Warren

University Committee Representatives
Currently, there is one outstanding vacancy that needs to be filled on the Graduate Student Ministry Partnership Team (GSMPT). In order to meet this demand, the Quality of Life Chairs are seeking two department reps. Interested parties can email Andrea (acastong@nd.edu) or MacKenzie (mwarren3@nd.edu).

In addition, the Quality of Life Chairs are seeking help from any and all additional support from department reps interested in graduate quality of life issues. Interested parties can email Andrea or MacKenzie.

Spirit of Inclusion Initiative
Quality of Life chairs met to discuss initiatives for Graduate Student Appreciation Week. In particular, Quality of Life wants to recognize the diversity of the Notre Dame community and the importance of equality among all members. Quality of Life plans to work with the GSU and Grad Life to develop specific initiatives, though any interested individuals are encouraged to contact Quality of Life to take part in planning.

LGBTQ Subcommittee: Graduate LGBTQ and Allied Student Society at Notre Dame (GlassND)
MacKenzie will be compiling a report on the current university climate for LGBTQ graduate students and suggestions for improvement. The purpose of this report is to give the GSU and other University offices a better idea on how to meet the needs of this community. A survey has been drafted and is currently undergoing editing. The goal is to have the survey process completed and the report compiled by the end of the Spring 2015 semester.

In addition, the subcommittee wants to address concerns about the University’s current
- anti-harassment (http://equity.nd.edu/sexual-harassment-title-ix/policy/) and

As it stands, the University anti-harassment policy does not protect individuals on the basis of gender identity and the non-discrimination policy provides no protections for sexual orientation or gender identity. MacKenzie has composed a proposal to amend the University anti-harassment policy to include gender identity and expression, which is currently being edited by members of the subcommittee.
The Office of Student Affairs has provided clarification on how the decision to grant benefits to same-sex couples will affect graduate students. All graduate students with a marriage license valid in the State of Indiana are eligible to apply for housing in University Village and spousal ID cards (http://graduateschool.nd.edu/resources-for-current-students/spouse-id-cards/). In addition, there will be a special registration available for spousal health insurance in the coming months.

The subcommittee is currently planning events for Spring 2015, including a continuation of the “Queer in Academia” lecture series and a social event during graduate student appreciation week. Anyone with any ideas for the semester is encouraged to contact MacKenzie (mwarren3@nd.edu).

**Committee on Sexual Assault Prevention (CSAP)**

MacKenzie met with the Marketing subcommittee of CSAP on January 9th. The subcommittee is considering new ways to provide graduate students with information and resources about sexual assault and violence. Proposed methods include putting posters/magnets in library carrels and better utilizing social media. The subcommittee is also compiling a resource pamphlet on how to help a student who is a victim of sexual assault, which will include information on - and off-campus resources and when graduate students are mandatory reporters.

There is a new resource available for reporting incidents of sexual harassment, misconduct, and discriminatory harassment: speakup.nd.edu. The report will be directed to the relevant University office and may be submitted anonymously.

The next committee meeting is scheduled for January 23rd.

**Graduate Resource and Problem Resolution (GRPR)**

Graduate students can submit problems and concerns to the GRPR email address (nd.grpr@gmail.com). This account is only accessed by Andrea and MacKenzie and anonymity may be requested. Department representatives are encouraged to advertise this resource to their constituents.
Social Report
January 2015
Submitted by Gillian Shaw and Kristen Johnson

Upcoming Events

Sister Act at the Morris
Saturday January 24 (8:00 pm)
60 tickets to this performance at the Morris Performing Arts Center were purchased at the group rate. Tickets went on sale Monday, December 1st at $35/ticket out of LaFortune Box Office. To date, 30 tickets remain.

Open Ice Skate at Compton Ice Arena
Sunday, February 8 (3:00 to 5:00 pm)
The Compton Ice Arena has been reserved for two hours and free skate rentals will be provided. Hot chocolate and cookies will also be available. This event is open to graduate students and their guests.

Five Guys Fundraiser Event
Wednesday, February 18 (All Day)
To offset Gala costs, there will be a fundraiser held at Five Guys. Twenty-five percent (25%) of sales that day will be donated to Notre Dame Gala budget. An appropriate flyer must be presented in order to have monies donated. This flyer is being crafted by Five Guys employees.

Brewery Tour of Grand Rapids, MI
Saturday, February 28
Due to budget concerns, this event has been downgraded from an overnight weekend event to a daytime event. It will follow a similar outline to the brewery tour of Kalamazoo, held last year.

Events “in-the-works”
Easter Brunch – Sunday April 5th
Charity Gala – Saturday April 11th
Proposal for Access to 403(b) Retirement Accounts
Submitted by: Mike Haskel, Mathematics

Impetus
As a central aspect of achieving financial security, individuals must establish long term savings. When people early in their careers save, the results are especially beneficial due to the gains those savings accrue over time. The Graduate Student Union believes that the University is responsible for enabling its graduate students to achieve financial security and that this responsibility derives from the University’s dual roles as mentors to and employers of its students. As part of this responsibility and in light of the importance to young people of establishing long term savings, the University should take measures to enable its students to save efficiently.

For faculty and staff, in order to enable those employees to achieve financial security, the University provides access to 403(b) retirement accounts managed by Fidelity Investments. These accounts allow participants to avoid expensive taxes associated with retirement savings. The accounts have higher contribution limits and are potentially more convenient than the Individual Retirement Accounts (IRAs) that are otherwise available.

Currently, 403(b) accounts are not available to graduate students. The Graduate Student Union believes that, as a consequence of the University’s aforementioned responsibilities to its students, the University should allow graduate students to open 403(b) accounts.

Proposal
The Graduate Student Union proposes that the University allow certain graduate students to open and contribute to 403(b) accounts. Students who meet both of the following criteria should be eligible:

- They are enrolled in a full time graduate degree program whose total duration is longer than one year.
- The university pays them at least $10,000 per year.

The Graduate Student Union does not propose that the University fund contributions to these accounts beyond what students elect to contribute from their paychecks.
Proposed GSU Constitutional Amendment

Article VI: Administrative Assistant / Office Manager

Original Text

The GSC hires a Level 6 Administrative Assistant. The principal duties and responsibilities of the GSU assistant include, but do not exclusively consist of: (1) scheduling appointments and meetings for members of the Graduate Student Union office; (2) computerizing the financial/bookkeeping function and entering all past and present information; (3) auditing and maintaining records on budget expenditures and compares to internal records to verify charges; (4) coordinating adjustments with General Accounting as necessary; (5) approves travelND submissions for the GSU Officers and Chairs; (6) typing, proofreading and editing all letters, memos, committee correspondence, meeting agendas, and meeting minutes; (6) coordinating dispersal of publicity to all departments as needed; (7) ordering and maintaining office supplies (8) prepares Journal Vouchers, Check Requisitions, Cash Advances, Deposit forms, and Non-Employee Payment for Services; and (8) design flyers for GSU events when needed.

This position also administers the Conference Presentation Grant program which includes: (1) the printing of applications from Wufoo; (2) verifies fee has been paid and records past funding awarded; (3) records conference information to an excel report; (4) prepares a chart of all pending applications for a 3-month period for the CPG Review Committee; (5) files the applications according to conference dates; (6) sends applicants emails to students with a decision; (7) records decisions on an excel report; (8) approves travelND submissions on an on-going basis, and (9) follows-up with students if they are approaching the 60-day period. A copy of the CPG application can be found online at www.gsu.nd.edu.

The GSU President in consultation with the Graduate School and the GSC hires the Administrative Assistant. The Administrative Assistant is directly accountable to the GSU President.

Proposed Changes (effective starting July 2015)

The GSU, in consultation with the Graduate School and the GSC, hires a level 6 administrative assistant and office manager. This position is directly accountable to the GSU president and the advisor of the GSU. This is a full-time position with salary to be commensurate with experience. A bachelor’s degree and experience with graduate student life and education (broadly defined) is preferred.

The principle duties and responsibilities of the GSU assistant and office manager include, but do not exclusively consist of: (1) being a representative of the GSU at all Graduate School and graduate student life meetings and reporting information back to the executive board; (2) being available in the GSU office for the week before and after major internal events to aid the chairs and executive board members as needed; (3) scheduling appointments and meetings for members of the Graduate Student Union office; (4) attending, taking minutes, and serving as the parliamentarian at all GSU council meetings; (5) typing, proofreading and editing all letters, memos, committee correspondence, meeting agendas, and meeting minutes; (6) maintaining the website and listserv of the GSU; (7)
soliciting information from the chairs and sending out the weekly GSU newsletter to the GSU listserv; (8) designing flyers for GSU events when needed; (9) computerizing the financial/bookkeeping function and entering all past and present information; (10) auditing and maintaining records on budget expenditures and comparing to internal records to verify charges; (11) coordinating adjustments with General Accounting as necessary; (12) approving travelND submissions for the GSU officers and chairs; (13) preparing journal vouchers, check requisitions, cash advances, deposit forms, and non-employee payment for services; (14) ordering and keeping active inventory of all GSU supplies; (15) being the welcoming face of the GSU office and managing the appearance of the office.

This position also administers the Conference Presentation Grant program which includes: (1) the printing of applications from Wufoo; (2) verifying applicants have paid the student activity fee and indicating the amount of past CPG funding; (3) preparing a spreadsheet with applicant information including conference, dates, amount requested, etc. for a 3-month period for the CPG review committee; (4) keeping accurate records of committee decisions categorized by the conference month; (5) corresponding the decisions of the committee to the applicants; (6) approving reimbursements via travelND on an on-going bases according to the regulations of the CPG program; (7) following-up with students if they are approaching the 60-day deadline for reimbursement.

The GSU President in consultation with the Graduate School and the GSC hires the Administrative Assistant. The Administrative Assistant is directly accountable to the GSU President.