

Graduate Student Employment Committee (GSEC)

Minutes of March 24, 2021 meeting

Voting members present – Handschy, Jung, Norling, Skuodas, Walker-Cecil.

Non-voters present – Campo, Danger, Getz, Kiser, Rent, Welter, White.

The meeting was called to order by Associate Dean Campo @ 4:03 PM.

- 1) Associate Dean Campo said it was great to see everyone again and she hopes the lack of a spring break isn't making things too unbearable.
 - a) The bargaining process has ended successfully, with a raise to graduate assistants.
 - b) Todd Rent has agreed to co-chair this committee. Having a formal presence of central human resources is a structural change that elevates the voice of the committee.
- 2) Minutes of the January 29, 2021 meeting were approved.
- 3) Fee info insert: Todd Rent has been working with Marty Miller to discuss fee charge structure. They are in the process of developing an insert to address specific questions raised about how fee information is collected. Document and Records fee will be payable in three equal installments (starting at the beginning of a semester). The insert also provides clarification on how a student could use additional aid and its application to any fee balance. The fee insert was designed for qualifying assistants (25% or greater effort). Committee members provided the following feedback for revision:
 - a) The insert should accompany an offer letter and be referenced in the offer letter.
 - b) The document should be posted on the employment agreement webpage.
 - c) Post #5 does not define "mandatory fees" very well; should mention what is included and what is excluded. Using a [link](#) might be better than listing each fee. Course fees are not mentioned.
 - d) Suggest grouping points 2, 5, and 7 together.
 - e) Ask a new graduate assistant to review the document to further refine it to that population's needs and knowledge.
 - f) Point #6 should state an exact percentage.
 - g) A deadline should be included in the section related to enrolling the deferment plan.
 - h) Mention how to set up installments through direct deposit or payroll deduct.
- 4) Memorandum on fees: Rent screenshared the draft document so that he could take notes during the meeting. The memo will be addressed to the Vice President for Human Resources and the Graduate College dean. The draft memo sets seven objectives/goals. Packaging the request should be crafted on what has, and will be, done by the committee. Emphasize how the committee has worked with what is within its control. The remaining asks all have a financial component. Committee members provided the following feedback for revision:
 - a) Reorder University records and documents fee up to the top as the three bullets refer only to international student fees.
 - b) Reviewing post 3-7 at this meeting, Walker-Cecil will revise, then send out another draft for further review and modification by the committee.
 - i) Considering narrowing down the ask to items #3 & 4.
 - ii) Item #5 might best be addressed in collaboration with the Office of the Registrar rather than listed as an ask to the Vice President of Human Resources and Graduate College dean.
 - iii) Is item #6 an equitable practice where only graduate assistants are granted a different pay schedule than other student populations?
 - iv) Could Item #7 be adopted into a three equal payment plan?

- c) The terms graduate assistant and graduate employee are both used. One term should be defined then used consistently throughout the document.
- 5) Memorandum on family leave: Family leave proposal and supporting documents were distributed the day of the meeting. Committee members should review the documents and provide feedback to KaLeigh White in the next two weeks (April 7th). Memos that went forward in the past were asks of policy makers, not draft policy. Memo should state, "After researching and reviewing other leave policies as well as what graduate assistants need, these are the elements we would recommend in a parental leave policy." A sample policy was developed and could accompany the memo.
- 6) Next meeting: A request was made to extend the April meeting to 90 minutes.

Meeting adjourned at 5:11 PM.