1. **Attendance:** Bryan Greene, Mohsina Rahman, Gopi Yalavarthi, Essam Boraey, Israt Jahan, Khaled ‘Axel’ Djebbari, Kent Holsinger, Krista O’Brien

A quorum was established with 6 E-board members.

Bryan proposed to record the online meeting. There were objections by the E-board members in recording the meeting. The meeting was not recorded.

**Meeting called to order at 11:12 am**

1. **Executive Board Reports:**
   1. Vice President – Mohsina Rahman
      1. Mohsina reached out to Suzanne Onorato, Executive Director of Student Health and Wellness. Dr. Onorato was supposed to attend the December Senate meeting as the guest speaker. Mohsina has requested her to come in the January Senate meeting. ShaW fees have been going up and students from regional campus also have to pay ShaW fees now.
      2. Room reservation in business school for the January Senate meeting is currently in progress which will be cheaper than SU. Mohsina suggested that we can request for public signup in advance if there is concern about exceeding the room capacity in the Senate meetings.
      3. Bryan said that he is in favor of getting a bigger room. Essam mentioned that it is not possible to know how many people will show up in the Senate meeting while reserving a room. Room is reserved usually for 40-50 people aligning with the number of senators. Essam said that he will try to reserve a room in business school with a capacity for 60 people. Mohsina said it will still be helpful to have a public sign-up to know the expected number of people.
   2. Treasurer– Gopi Yalavarthi
2. Gopi will send the SASFAC pacakge to Bryan by Jan 10 and will meet David Clokey, Assistant Vice President for Student Life & Enrollment and send the package to him by January 18.
3. Gopi has sent an email to Tier II organizations to notify them about the next fiscal year budget deadline, which is January 31, 2024.
4. Gopi mentioned that GSS needs to hire a office assistant. Gopi has been managing the GSS email, post-purchase documentations, emergency loans and purchase requests. Bryan said that he has concerns about hiring a new office assistant after the November Senate meeting. Bryan said he can monitor the GSS email if he gets access to it. Gopi mentioned that there are other tasks in addition to managing GSS email that require immediate attention. Emergency loan requests need to be approved within 48 hours. PRs need to be approved within specific time. Gopi added that all positions have their own responsibilities and an office assistant is needed to take care of these additional tasks. Mohsina added that office assistant needs to go with the Tier 2 organizations for Big Y purchase. Mohsina said that she has decided to recuse herself from the hiring process of office assistant. Khaled has also decided to recuse himself from the hiring process.
5. Bryan said that he has concerns about hiring a new office assistant until there is a better understanding of the situation regarding the last office assistant’s complaint about some E-board members. Bryan suggested that E-board members can step up for the office assistant’s tasks until the investigation is done.

Motion by Khaled ‘Axel’ Djebbari to hold off the hiring of an administrative assistant until the investigation from the UCONN Office of Community Standards is completed and all parties are notified, seconded by Bryan Greene. 1 in favor/ 3 opposed/ 2 abstention. Motion failed.

Motion by Gopi Yalavarthi to hire an administrative assistant to perform the duties outlined in the November E-board meeting, seconded by Essam Boraey. 3 in favor/ 1 opposed/ 2 abstention. Motion carries.

1. Bryan asked for clarification about the office assistant’s role in assisting the Treasurer with finance/budgets, which is mentioned in the November 9 E-board meeting. Gopi clarified that when the budgets are finalized, the office assistant needs to notify the Tier 2 groups about the finalized budgets and ask them to follow up if needed. Also, the office assistant will need to compile the budgets in one excel file for GSS website. Gopi added that the work hour for office assistant is 10 hours per week.
   1. Activities Director– Essam Boraey
      1. Essam said that he is working on the events for Spring. He is currently working on the Welcome Back event. He can share more details after meeting with the activities committee.
   2. Communications Director – Israt Jahan

Israt said that GSS promotional items/gifts are usually given to the senators at the final senate meeting of Spring as a gesture of appreciation for their time. Last year, water bottle, mug and wireless charger with GSS logo were given. The allocated amount for the promotional items/gifts for the senators is $2000 in the budget.

Motion by Israt Jahan to spend up to $2000 to purchase promotional items for Senators in recognition of their work this year, seconded by Khaled “Axel” Djebbari. 6 in favor/ 0 opposed/ 0 abstention. Motion carries.

* 1. Parliamentarian – Khaled “Axel” Djebbari

1. Khaled said that he is planning to have a meeting with the Procedures Committee before his travel. He will send the bylaws and constitution for Krista O’Brien, Director for Trustee Student Organization Support, to review. Other E-board members will be kept in the email. He is planning to show the proposed changes to the constitution on January Senate meeting and the proposed changes to bylaws in the February Senate meeting.

Motion by Israt Jahan to move the meeting into an executive session to discuss personnel issues relating to GSS, seconded by Khaled “Axel” Djebbari. 6 in favor/ 0 opposed/ 0 abstention. Motion carries. Executive Session ends.

* 1. President – Bryan Greene

1. Bryan expressed interest to hold a special senate meeting on January 17. He said that the special senate meeting will have a refresher training on Robert’s rule of order and issues forums divided in 3 blocks, each block with 30 minutes duration. Essam said that he is not opposing the special meeting but reminded that E-board members will not be able address questions relating to the ongoing investigation.
2. Bryan said that he acknowledges the investigation and suggested if there can be a written statement acknowledging the issue and the E-board members being proactive. Mohsina said that she reached out to the former office assistant through Krista O’Brien and Karen Bresciano (Assistant Dean of The Graduate School) to address her grievance. The former office assistant declined to meet and decided to leave it to the Office of the Community Standards (OCS). Mohsina said that she would also like to leave it OCS now.
3. Israt asked if the contents of the special meeting can be accommodated in the regular senate meetings, if required, by shortening the officer’s report, as the proposed date of the special meeting does not work and due to the challenges in managing time for an additional meeting outside of the regular senate meetings. Mohsina and Essam agreed. Bryan said that he will table the motion to have the special senate meeting on January 17 but will still advocate for some type of special meeting. Essam noted that since the E-board members have not been able to comment on the issue raised by the former office assistant, only one side of the story has been presented and asked Bryan’s opinion in case the OCS does not find any violation in their investigation related to the complaints filed by the former office assistant. Bryan replied that regardless of the findings of the OCS investigation, he would like to speak on this issue. Bryan added that the former office assistant has the option to pursue other channels under Connecticut state rule and that investigation can go for long.
4. Old Business
5. New Business
6. Adjourn

Meeting adjourned at 1:30 pm.