New Rapporteur Orientation

WELCOME TO THE UNIVERSITY SEMINARS / FALL 2024

Orientation Overview

- A Brief History of The University Seminars
- II. Contacting the Office
- **III.** Website & Administrative Portal
- IV. Important Things to Remember
- v. Rapporteur Responsibilities
- VI. Onboarding & Payroll
- VII. Harassment, Misconduct and Discrimination

The Founding of The University Seminars



Jane Belo, teacher, painter, and anthropologist. Photograph by Carl Van Vechten.



Frank Tannenbaum, historian of Latin America, Slavery, and Prison Systems; founder and first Director of The University Seminars.

Introductions

SUSAN BOYNTON Director SLB184@COLUMBIA.EDU

PAMELA GUARDIA

Director of Administration & Planning
PAMELA.GUARDIA@COLUMBIA.EDU

GESENIA ALVAREZ-LAZAUSKAS
Associate Director, Financial Operations
GA2030@COLUMBIA.EDU

SUMMER HART
Chief Creative Officer
SH3040@COLUMBIA.EDU

GARY M. MAYTA-LIZARRAGA
Program Coordinator
GM2965@COLUMBIA.EDU

GIRAN CEBALLOS

Administrative Assistant
GRC2136@COLUMBIA.EDU

THE OFFICE OF THE UNIVERSITY SEMINARS

The University Seminars Website http://universityseminars.columbia.edu/

General Email Address
univ.seminars@columbia.edu

Important things to remember

- Intellectual work is going on and your job is to facilitate and record it. You are the liaison between The University Seminars Office and your chairs.
- Read all of the information in the Administrative Portal before your first meeting in the fall. You can navigate to the portal from the main website.
- Email is the primary form of communication. Voice and video Zoom meetings with the office can be scheduled in advance.
- As we deal with nearly a hundred seminars, please always refer to your **seminar number and seminar name** in your email correspondence with The University Seminars office.
- Mark email "Urgent" in the subject line if you need a prompt response.
- Honoraria and dues are forbidden by our charter.

Rapporteur Responsibilities

Contact Information, Website & Administrative Portal



Know The University
Seminars Website



Know the Administrative
Portal



Check your schedule on your individual seminar web page

Notify office for any corrections

RAPPORTEUR RESPONSIBILITIES:

Each seminar has its own internal structure. In some seminars, the responsibilities normally associated with the rapporteur's position may be shared with the chair or another member of the seminar. The University Seminars office; however, considers the rapporteur to be the seminar liaison and expects them to perform the following tasks to ensure that meetings are successfully held and documented.

- Keep in communication with chair. Understand responsibilities and expectations.
- Maintain an email list of seminar members, associates, & guests.
- Confirm information on <u>The University Seminars'</u> website is correct, including schedule.
- Send announcements of seminar meetings and Zoom registration links.

- Circulate handouts or background papers for presenting guest.
- Meet <u>privacy policy requirements</u>.
- Direct speakers to the <u>"Speaker</u> Acknowledgment" form.
- Record the minutes and collect names and affiliations (include in minutes).
- Handle general administrative duties for the seminar.
- Submit all minutes via <u>Submittable</u>
- Submit timesheets

Rapporteur responsibilities

- i. AT THE START OF THE ACADEMIC YEAR
- ii. END OF YEAR TASKS
- ii. MEETINGS

At the Start of Each Academic Year

- Communicate with chair/s. Know your responsibilities
- Confirm your seminar's schedule with The University Seminars office and with chair/s.
- Check your seminar's page on our website. Email corrections to Summer and Gary.
- Obtain an email list from the previous rapporteur or seminar chair and update it with any new members/remove those who are no longer members.
- Upload a clean copy of the email list to Submittable with your first submission.

At the Start of Each Academic Year

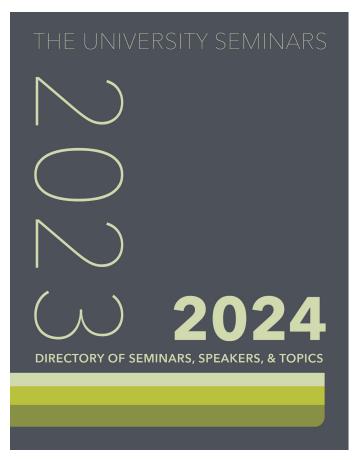
- Confirm whether your seminar will meet in person, via Zoom, or hybrid. Reserve space and communicate AV requirements to The Seminars office accordingly.
- As needed, request travel and hotel reservations for presenters.

After chairs have received funding approval from Susan Boynton, secure reservations by completing the <u>Traveler Information Form</u> for each traveling seminar presenter.

Giran Ceballos will work with the presenter to finalize arrangements.

Travel confirmations are sent to the traveling guest, the seminar chair and the rapporteur. If a confirmation is not received, contact Giran Ceballos.

End of Year Tasks



THE RENAISSANCE (407) · Founded: 1945

The Seminar in the Renaissance, founded in 1945 by Paul Oskar Kristeller and John Herman Randall, Jr., of the Columbia Philosophy Department, hosts presentations of about 45-50 minutes on various aspects of Renaissance thought (including Renaissance humanism) and its ramifications in the arts (painting, sculpture, architecture, music, literature) and the sciences (physical, natural, historical and philological), as well as history and philosophy. The Renaissance is taken to include the period from about 1350 to about 1650.

CO-CHAIRS: Professor Cynthia M. Pyle; Professor Alan Stewart · RAPPORTEUR: Mackenzie Fox

Text and Image in Altichero's Infancy Cycle in the Oratory of Saint George in Padua (1377-1384)

2021-2022 MEETINGS

April 12

May 10

September 14	Defining Florence Musically: The Early-Modern Era Anthony Cummings, Lafayette College
October 12	Petrarchan Poetry and the European Borderlands Ivan Lupić, Stanford University
November 9	Maruša Gundulić (Maria Gondola) – a Renaissance female "Socrates" Luka Boršić, Institut za filozofiju (Croatia)
December 14	Shopping at the Right Shop: A Renaissance Metaphor for the Intellectual Disciplines Hilary Gatti , Fondazione Università di Roma "La Sapienza" (Italy)
February 8	Considering Privacy Marian Rothstein, Carthage College
March 8	Cinquecento Façade Frescoes in Venice and Descriptions of Ancient Painted Exteriors
	Diana Gisolfi, Pratt Institute; Director, Pratt in Venice

Mary D. Edwards, Pratt Institute

William Connell, Seton Hall University

The Secretary's Last Rites: Machiavelli on His Deathbed

End of Year Tasks

At the end of the academic year, rapporteurs must:

- Upload any outstanding minutes. Correct any open minutes. The deadline for all meeting documentation is **June 15th**. Rapporteurs will not have access to the submission form after this date. If there is a reason minutes cannot be submitted on time, please contact Summer Hart.
- Communicate resignation or intention to stay on with seminar chair and office.
- Submit any reimbursement paperwork.
- Submit all timesheets.
- Submit New Academic Year Planning Form (if necessary/on behalf of chair.) NAYPFs and Travel Fund Request Forms are due June 30th.
- Respond to Directory/Annual Report edit requests (if necessary/on behalf of chair.)

Meetings

Virtual & Hybrid Meetings:

Schedule meetings in Zoom with the appropriate parameters (recurring meetings, password entry requirement, waiting room, auto-record).

Ensure chair/s and moderators have hosting rights to Zoom meetings.

In-Person & Hybrid Meetings:

Reserve meeting and dinner space.

Arrange travel, hotel and parking for guests with Giran Ceballos, as necessary.

Communicate dietary restrictions to Gary Mayta-Lizarraga.

Collect dinner checks in the provided marked envelope and return to the office.

Reserve AV equipment. Return all borrowed equipment.

Meetings

Prior to meeting:

- Communicate with chair. Know responsibilities. Confirm travel funds were requested.
- Communicate with speaker. Confirm date and time of meeting. Confirm travel was arranged. Obtain bio and paper for circulation to members, as appropriate.
- For meetings held in-person, confirm availability of meeting and dinner space.
- Check the <u>seminar webpage for the correct meeting details</u>: speaker name and topic, event date and time, and supply abstract, if appropriate.
- Send announcement three weeks prior to the meeting. Include the Zoom (or other video-conferencing) details in the announcement or send Zoom invitation separately upon RSVP.
- Schedule the Zoom meeting. (All Zoom instructions are found in the <u>Administrative</u> <u>Portal</u>).
- Make sure everyone is made aware if the session will be recorded. Recordings are for taking minutes only and may not be shared, even with the presenter.
- For dinners held in the Faculty House, send catering count to Gary Mayta-Lizarraga.

Announcements

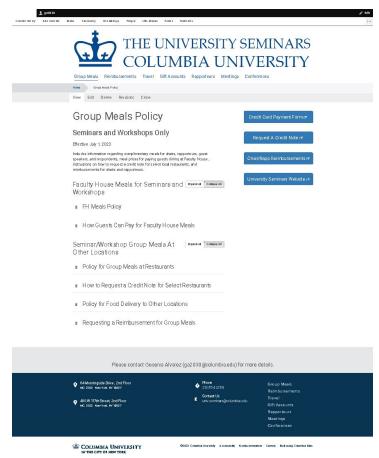
- In addition to notifying members of a seminar meeting, announcements serve multiple administrative purposes.
- You must include <u>univ.seminars@columbia.edu</u> in all seminar communications and updates.
- Announcements must include full seminar name and number; meeting date, time and location; speaker's name, title and affiliation; title of the presentation; abstract or description of the talk.

Days to Weeks Before Each Meeting

- If meeting in person, find out the speaker's AV requirements and communicate them to The University Seminars office. Be as specific as possible.
- Gather final RSVP number (for dinner as well as the seminar) and send them to Gary Mayta-Lizarraga. Be sure to note any dietary restrictions.
- If the seminar will dine in a restaurant, make a reservation and review the <u>Group Meals</u> <u>page found in the Administrative Portal</u>. The office reimburses up to \$50 per person for dinner and \$35 for lunch (including beverages, tax, and tip) for chairs, rapporteurs, guest speakers, and respondents. Direct billing is available at select restaurants. For restaurants which do not accept direct billing, a reimbursement request for eligible meals may be submitted.
- If a speaker will be submitting for reimbursement (not recommended) put them in touch with Giran Ceballos to begin the process of setting them up in Columbia's reimbursement system.
- Direct the speaker to the <u>Speaker Acknowledgement of Privacy Policy Form.</u>

Days to Weeks Before Each Meeting

 Group meals are requested through the Administrative Portal.



Zoom & Virtual Meetings

- Chairs and Rapporteurs require premium accounts in order to co/host meetings.
- If any Rapporteur does not have the licensed version, send an email to Gary Mayta-Lizarraga for an upgrade.
- Affiliated chairs should check with their own institution or department first for the Zoom premium upgrade. Licensed versions of Zoom can be offered to affiliated and non-affiliated chairs upon request.
- CUMC-affiliates: Due to HIPAA restrictions, we are not able to provide licensed Zoom accounts to anyone with a CUMC email address. If you will host virtual or hybrid meetings, contact Pamela Guardia for guidance.

Check Zoom version:

Log in with UNI: https://columbiauniversity.zoom.us/

Your name is on profile page.

Halfway down page, USER TYPE value must = Licensed

User Type

Licensed

Licensed user can host meetings with unlimited minutes for up to 300 participants.

700m instructions are located within the Administrative Portal

COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK

Q



Administrative Portal

People ▼

Meetings ▼

Services ▼ Payments ▼ Community •

Conferences

Subventions

End-of-Year Tasks

Home

Documents

Zoom Instructions for Meeting Hosts

Zoom Instructions for Meeting Hosts

August 21, 2023

Document Categories

Meetings

Document Topics

Zoom

20212022ZOOMversionBhosts.pdf 6.35 MB

Immediately before an in-person meeting:

- Arrive early. Check for proper signage in the lobby and outside of the meeting room.
- Check in with the office, obtain a sign-in sheet, and dinner envelope.
- Sign-out reserved equipment and test set-up with Giran Ceballos and the presenting guest.
- For dinners at the Faculty House, make sure the dinner table is set with the correct number of chairs.
- Circulate handouts, sign-in sheet, forms or other physical material.
- Check-in with chair and presenter.

Immediately before a virtual meeting:

- Make sure your environment is comfortable, your computer is charged, your internet connection is stable, and you have everything you need to participate in the seminar.
- Log in to Zoom early to test audio and video. If you have trouble with connectivity, audio or video, leave Zoom, close your internet browser and try again.

Sign out reserved equipment

THE UNIVERSITY SEMINARS COLUMBIA UNIVERSITY	64 Morningside Drive, 2 ^{ng} Floor, MC: 2302, New York, NY 1002 Ph: 212-854-2389; Fax: 212-854-8248; Email: univ.seminars.columbia.ed
_ COLUMBIA UNIVERSITI	Website: UNIVERSITYSEMINARS.COLUMBIA.ED
Seminar name	Date
Dear Rapporteur,	
the event. Return all signed out Audio-Visua	d during the Seminar/Conference must be returned to the office after al equipment to the labeled tray in the office, carefully packed in the o, please remember to turn off the projector before leaving the room.
If you have any questions regarding the equi Grc2136@Columbia.edu]	ipment, please do not hesitate to contact Giran Ceballos at
Thank you for your cooperation.	
Please return the following equipment	
Microphones	
Meeting Owl	
HDMI Cable Wires	
Extension Cords	
USB-C to HDMI Converter	
Speaker for Microphone	
Laptop	
Rapp orteur Signature	Date

During Each Meeting

- Read the privacy policy of the seminar. Record the policy and attendees' acknowledgement of the policy in the minutes. If the policy is contested or altered, record the change in the minutes. Check "open" or "closed" to indicate if the meeting is open or closed.
- Circulate a paper sign-in sheet or open the chat for attendees to sign-in with their names and affiliations. Record this information in the minutes. Paper sign-in sheets are provided by the office for rapporteur reference only and do not need to be returned to the office.
- Virtual meetings: The rapporteur or chair is responsible for monitoring the discussion, tracking raised hands or comments in chat and muting and unmuting participants. This role is established in advance of the meeting. If recording, announce this. Do not share recordings-even with the speaker.
- Take the minutes, following the steps outlined in the <u>Administrative Portal</u>.
- In-person meetings: Collect dinner checks, fill out and sign envelope; return it to the office.

Meeting Start Checklist

Before each meeting, obtain the following and record them into the minutes:

- SPEAKER: Speaker Acknowledgement of Privacy Google Form
- ALL ATTENDEES: Sign in (Name and affiliation)
- ALL ATTENDEES: Privacy Policy Acknowledgement (including whether the meeting is open or closed)

Before the meeting:

Speaker Acknowledgement of Privacy Policy

Speaker must fill out the Speaker Acknowledgement of Privacy Policy Google Form.

https://docs.google.com/forms/d/e/1FAlpQLSf HWkC4vsrn2sfiod166WU4ews0S-coGp2SRLOMY b634Asm7g/viewform

The University Seminars at Columbia University

Speaker Acknowledgement of Privacy Policy

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not **pfg2106@columbia.edu**? <u>Switch account</u>

* Required

Email address *	
Your email	
Nevt	Page 1 of 4

Sign In

Upon entering the meeting space, whether virtual or physical, all attendees must sign-in.

- In **virtual** meetings, attendees type their <u>Name and Affiliation</u> directly into the chat.
- In physical meetings, circulate the Seminar Meeting Sign-in sheet.
- Record all names and affiliations the minutes. (Chat is available as a basic text document immediately after the meeting.)
- This includes anyone who is not already listed in the minutes by default: speaker, respondent, chair, rapporteur.

Attendee Privacy Policy Acknowledgement

- Chair or rapporteur reads the privacy policy. Be sure to include whether your seminar's minutes are "closed" or "open."
- Attendees acknowledge privacy policy by raising their hand, whether in-person or in a virtual space.
 - (Raising a virtual hand: Zoom instructions, version A, page 8).
- Privacy Policy language provided is general. Please alter to fit your seminar. Membership writes policy.

Privacy Policy

In addition to the general Privacy
Policy, each seminar must also state
whether their meetings are "closed" or
"open," and, if the meetings will be
recorded for the purpose of taking
accurate minutes, everyone must be
made aware. There is no other
allowable reason to record the
meeting.

The Privacy Policy is in the Meetings section of the Administrative Portal.

In most cases, the full Privacy Policy will resemble the following:

Seminars are intended to foster an open and unfettered intellectual exchange among peers, allowing attendees the freedom to try out ideas without the inherent limitations of a public discussion. Minutes are taken at all seminar meetings. After five years, minutes are included in The University Seminars Digital Archive as part of Columbia University's Rare Book & Manuscript Library. Each seminar has an individual privacy policy, which may be "open" or "closed." A seminar with a "closed" policy agrees to keep minutes private *prior* to their inclusion in the archive. With an "open" policy, the seminar decides when and how to circulate minutes. The University Seminars office encourages members to adhere to the privacy policy of their seminar, but cannot guarantee confidentiality, even with "closed" meetings. Copyright of meeting minutes belong to the Trustees of Columbia University. Speakers maintain full publication and all other rights to their papers and presentations. This meeting may be recorded for the purpose of taking minutes only. The recording will not be shared with anyone, including the speaker/s.

Minutes from	this	meeting	are	considere	d:
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OPEN

] CLOSED

CHECK ONE OF THESE BOXES

Inform Virtual Attendees in Advance

- To mitigate frustration and/or confusion during the meeting, all attendees should be informed in advance that they are expected to know how to participate by signing-in and acknowledging the Privacy Policy. Send in advance:
- **Zoom instructions**, <u>version A</u>. Explain that they are expected to know, at minimum, how to raise their virtual hand and type into the chat to sign-in.
- Privacy Policy. Let them know that they will have to acknowledge the policy at the meeting by raising their hand.

Privacy Policy in Announcements

Sample Announcement

Dear members,

A reminder that our first talk of the semester will take place today at 3PM (on Zoom, link and instructions below) with Andrei Zorin, professor and chair of Russian at the University of Oxford.

Note that the CU Seminars has novel instructions for Zoom meetings. Please read them below!

DATE: Friday, September 18, 2020

SPEAKER: Andrei Zorin, Professor and Chair of Russian, University of Oxford

TOPIC: __"Tolstoy and the Romantic Myth"

TIME: 3:00—Lecture

LOCATION: Please follow this Zoom link (the password is "Slavic"). Please find Zoom instructions attached to this email if you are unfamiliar with the platform.

IMPORTANT:

- 1. When you enter the meeting, please type your name and affiliation in the chat function
- 2. Please note that, by joining this Zoom meeting, you will be consenting to the CU Seminars privacy policy. We will read the privacy policy out loud at the beginning of the meeting, and you will be asked to use the "raise hand" function to agree to it. The privacy policy is as follows:

Seminars are intended to foster an open and unfettered intellectual exchange among peers, allowing attendees the freedom to try out ideas without the inherent limitations of a public discussion. Minutes are taken at all seminar meetings. After five years, minutes are included in The University Seminars Digital Archive as part of Columbia University's Rare Book & Manuscript Library. Each seminar has an individual privacy policy, which may be "open" or "closed." A seminar with a "closed" policy agrees to keep minutes private "prior" to their inclusion in the archive. With an "open" policy, the seminar decides when and how to circulate minutes. The University Seminars office encourages members to adhere to the privacy policy of their seminar, but cannot guarantee confidentiality, even with "closed" meetings. Copyright of meeting minutes belong to the Trustees of Columbia University. Speakers maintain full publication and all other rights to their papers and presentations.

We use a "closed" policy in the Slavic seminar. The meeting will also be recorded, but this is only to compile accurate minutes; the recording will not enter the archive and will be deleted after the minutes have been written.

We look forward to seeing you today at 3PM!

Co-chairs of the CU Slavic Seminar

IMPORTANT:

- 1. When you enter the meeting, please type your name and affiliation in the chat function.
- 2. Please note that, by joining this Zoom meeting, you will be consenting to the CU Seminars privacy policy. We will read the privacy policy out loud at the beginning of the meeting, and you will be asked to use the "raise hand" function to agree to it. The privacy policy is as follows:

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We use a "closed" policy in the Slavic seminar. The meeting will also be recorded, but this is only to compile accurate minutes; the recording will not enter the archive and will be deleted after the minutes have been written.

After Each Meeting

Immediately following the meeting:

- Collect any outstanding meal payments from guests. We prefer advanced payment via credit card. A link to our <u>credit card form</u> is available in the <u>Group Meals page</u>. We accept checks (U.S. bank issued only) or cash, but strongly discourage this practice.
- Return all signed out Audio-Visual equipment to the labeled tray in the office.
- Download and save the meeting recording from Zoom. (Available on cloud for 30 days).

Before the next meeting:

- Submit minutes (Submittable); timesheet. Link can be found in the <u>Administrative Portal</u>.
- If applicable, submit any reimbursement requests through the <u>Reimbursement Form found in the Administrative Portal.</u>

After Each Meeting

Technology

Return all Audio-Visual equipment, wires and carrying cases to The University Seminars office.

- OWLs must be returned in the hard case. All wires must be unplugged from device, coiled neatly and placed in the same case.
- Laptops and charging cables must be returned in the laptop bag.
- All wires are to be coiled neatly in circles about 12" in diameter and returned in the provided tote bag or in the laptop case.
- All TUS wires are labeled with pink tape and "THE UNIVERSITY SEMINARS" labels.
- Giran will provide instructions for equipment: to return or leave running for the next seminar.
- If you are the last seminar of the evening (after 8 PM), you will be instructed to close and lock the office door after returning the equipment.

After Each Meeting

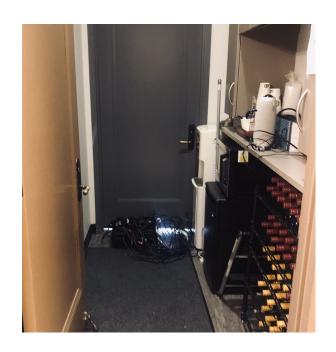
Proper Equipment Return:







Improper Equipment Return:



Submitting Minutes & Email Lists

Minutes & Email Lists

- ► Minutes are submitted as **PDFs** to **Submittable** (3rd party, non-Columbia.)
- ► Must create external Submittable account (not UNI.) Go to:

https://adminportal.universityseminars.columbia.edu/content/using-submittable

- ► Use the current Minutes Template rather than one handed down from a chair or previous rapporteur. <u>The 2024-2025 template is available on the Administrative Portal.</u>
- ► Update your seminar's email list once each fall and upload a copy to Submittable with your first set of minutes. This is for back-up purposes only. The University Seminars office does not maintain email lists of individual seminars.
- ► Email all members with an invitation to join The University Seminars Mailing List to receive occasional updates and announcements of Seminar events.

Minutes for the Archive

Follow The University Seminars naming convention carefully and double-check your file name before submitting minutes. Your submission will be opened for edits if you do not follow the convention exactly. Minutes are complete once they have been accepted.

M is the content code for minutes. The convention is as follows:

[Seminar number]_[AY][current academic year including century]_[month and day of meeting]_[content code].pdf

Example: 451_AY20242025_0924_m.pdf

All content codes:

m = minutes h = handout

a = announcement bp = background paper

c = correspondence sn = speaker notes

s = schedule sp = speaker paper

Submitting Acceptable Material



THE UNIVERSITY SEMINARS 64 Morningside Drive, MC2302 New York, NY 10027

Seminar Meeting Minutes

Full Seminar Name and Number:		and number of your seminar here. If you are f your seminar, reference our website.
Meeting Date and Location:	[MM/DD/YYYY] at [L	OCATION or ZOOM]
Speakers:	[Full name and affiliation	on for each speaker and respondent]
Title:	[Full title of the present	ation or topic]
Presiding Chair(s):	[Full name/s]	
Rapporteur:	[Full name]	
Attendees:	information is to ask att	ions of attendees One way to collect this tendees to write their names and affiliations in include email addresses in minutes.
Privacy Policy Statement	of the meeting and asks Check one of the below Seminars are intended I exchange among peers, ideas without the inhere are taken at all seminar included in The University's I seminar has an individual 'closed.' A seminar wit private 'prior' to their i policy, the seminar deci University Seminars off privacy policy of their s even with 'closed' mee the Trustees of Columb publication and all othe meeting may be recorded	reads this or any amended policy at the start attendees to acknowledge via hand raise. boxes and note that all acknowledged.] of loster an open and unfettered intellectual allowing attendees the freedom to try out mit limitations of a public discussion. Minutes meetings. After five years, minutes are sity Seminars Digital Archive as part of Raze Book & Manuscript Library. Each al privacy policy, which may be "open" of he "closed" policy agrees to keep minutes inclusion in the archive. With an "open" dea when and how to circulate minutes. The ice encourages members to adhere to the eminar, but cannot guarantee confidentiality, tings. Copyright of meeting minutes belong to ia University. Speakers maintain full rights to their papers and presentations. This d for the purpose of taking minutes only. The ared with anyone, including the speaker's.

C[FILL IN CURRENT YEAR], The Trust es of Columbia University in the City of New York"

es | AY20232024



THE UNIVERSITY SEMINARS 64 Morningside Drive, MC2302 New York, NY 10027

Summary of Presentation:	[This is a narrative description of the speaker's presentation. Summaries should not be in outline form. If the speaker has provided a paper with an abstract, the abstract may be used as the summary, but it should be clearly identified as the speaker's work]
Summary of Discussion:	[The major work of the seminar takes place in the discussion period, making this the most important part of the minutes. The discussion need not be recorded verbatim, but the summary should clearly convey the specific issues addressed]

C[FILL IN CURRENT YEAR], The Trustees of Columbia University in the City of New York"

The University Seminars | Meeting Minutes | AY20232024

Submittable





212-854-2389

univ.seminars@columbia.edu

Using Submittable

Submittable is a third party, cloud-based submission management system. It is not associated with nor managed by Columbia University. The University Seminars Submittable page can also be accessed through the main navigation bar of The University Seminars website.

Submissions Types Expand all Collapse all Password Set Up Submission Confirmation If you are ready to submit, click button below to open Submittable.

Click here to **Submit**Powered by Submittable D

Reasons Minutes May Not Be Accepted

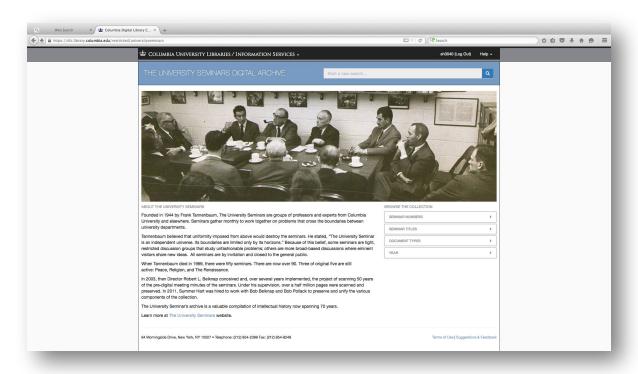
Minutes are not considered complete until they are marked "accepted" in Submittable. If edits are necessary, Summer Hart will make the submission editable and request corrections.

Some common reasons minutes might not be accepted:

- Use of out-of-date or wrong template. Templates are updated every academic year.
- Copyright year in footer listed as incorrect year or left blank.
- Attendee names and affiliations not listed.
- Email addresses listed in the minutes. Email addresses are for mailing lists only.
- Privacy policy not recorded: as it pertains to the particular seminar, including whether the seminar is "open" or "closed," and that it was acknowledged by everyone in attendance.
- Document incorrectly named. Please follow the naming convention carefully.

Digital Archive

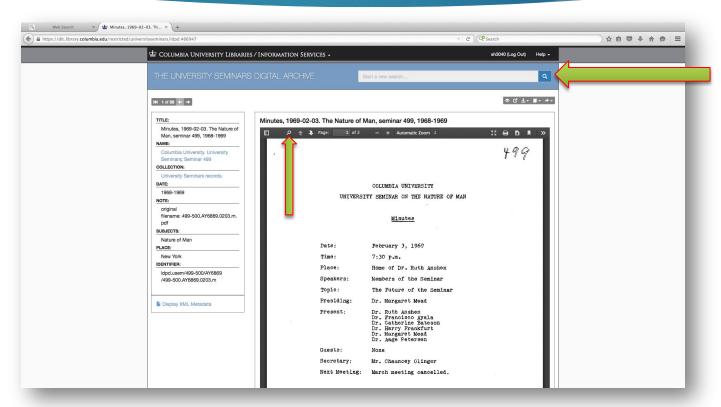
Digital Archive: Keyword Search



Access archive with your UNI/password:

https://dlc.library.columbia.edu/restricted/universityseminars

Digital Archive: PDF Viewer



HIGHLIGHTS:

search within document, full screen, zoom in and out, scroll through pages.

Travel for guests

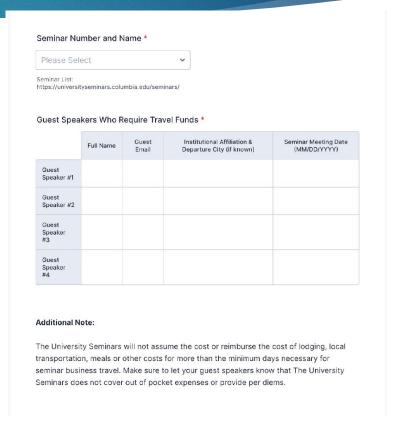
Travel

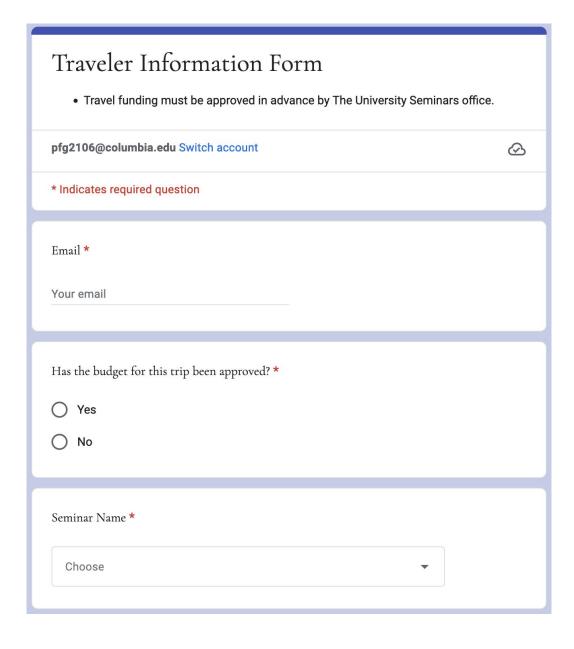
- Travel funding must be requested in advance by the seminar chair.
- Once approved, the traveling guest or the rapporteur can submit a TRAVELER INFORMATION FORM. Guidelines and forms can be found on the <u>Booking Travel page in the Administrative Portal</u>.
- Travelers should submit their own form if they will travel by air, or if they have any special requests, such as extended stays, broken travel, or traveling with an additional guest.

Travel Funding Request Form

THE UNIVERSITY SEMINARS at COLUMBIA UNIVERSITY

Travel Fund Request Form To maximize our travel budget for The University Seminars community and promote involvement of local scholars, we're capping traveling guest speakers at four per academic year, per seminar group. Priority will be given to travel fund requests with four or fewer traveling speakers submitted by June 30, 2024. Please await University Seminars approval before inviting any traveling guest speakers. If you need more than four traveling speakers for the academic year, additional information will be requested towards the end of this form. Seminar Details Travel Request is for * Please Select Full Academic Year = September - May.





Reimbursements

IMPORTANT

Reimbursements to non-Columbia University affiliates are strongly discouraged.

Some specific federal and university regulations categorize some individuals such that they are prohibited from receiving pay of any kind, including reimbursements. Do not offer any guest a reimbursement unless you have received authorization from The University Seminars

Office (univ.seminars@columbia.edu)

Reimbursements: Portal



People ▼ Seminars and Workshops ▼ Services ▼ Payments ▼ Community ▼ Conferences

Reimbursements

Payments for Goods and Services

Reimbursements

Effective July 1, 2023;

Latest Revision: December 6, 2023

For Seminars, Workshops, and Conference

The steps for submitting a reimbursement vary depending on the Payee's affiliation. The University Seminars community includes faculty, scholars, staff, students, and guests who are affiliated with Columbia University and other institutions. All our community members are required to submit a Reimbursement Form when requesting funding for business expenses associated with The University Seminars. We have two reimbursement forms available. One is the Chair/Rapporteur

RESOURCES

Booking Travel

Seminar and Workshop Meals

Gift Accounts

Payments for Goods & Svcs

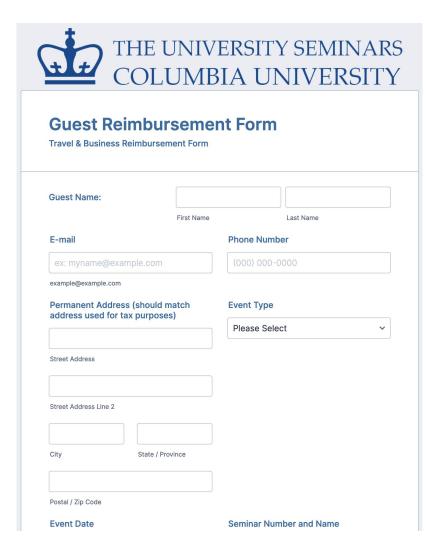
University Seminars Website

Related Forms/Links

Click button for link.

Guest Reimbursement Form ♂

Chair/Rapporteur Reimbursements &



0	
If applicable	
Current Year Mileage Rate	Mileage Amount
.670	\$0
\$.655/miles for travel on or after January 1, 2023. \$.670/miles for travel on or after January 1, 2024	Calculated Field
Total Amount Requested	
\$0	
Please upload receipts and other Supporting Documentation include email announcem	
Calculated Field Please upload receipts and other Supporting Documentation include email announcem Upload Receipts	
Please upload receipts and other Supporting Documentation include email announcem	
Please upload receipts and other Supporting Documentation include email announcem Upload Receipts	
Please upload receipts and other Supporting Documentation include email announcem Upload Receipts Uplo	ents, invitations, and/or event programs
Please upload receipts and other Supporting Documentation include email announcem Upload Receipts Uplo	pents, invitations, and/or event programs
Please upload receipts and other Supporting Documentation include email announcem Upload Receipts Uplo	pents, invitations, and/or event programs
Please upload receipts and other Supporting Documentation include email announcem Upload Receipts Uplo Drag and Upload Supporting Documentation	pents, invitations, and/or event programs

Number of Miles (if applicable)





Chair/Rapporteur Reimbursement Form

Travel & Business Expense

First Name		Last Name	
Email *		Phone Number *	
		(000) 000-0000	
example@example.com		Please enter a valid phone number.	
Event Type *		Event Date *	
Please Select	~	MM-DD-YYYY	Ħ
		Date	
Seminar Number and Name *			
Seminar Number and Name * Please Select	~		
Please Select You can view a list of our seminars here:			

THE UNIVERSITY SEMINARS COLUMBIA UNIVERSITY

Columbia University Faculty/Staff

As an employee of Columbia University, you are responsible for completing the Concur Expense Report in accordance with University policy and procedure. You can choose to have an individual other than the Payee prepare the Concur Expense Report (a Preparer Delegate), the Payee is responsible for providing the preparer with the appropriate information to complete the Concur Expense Report. As the payee, you are required to review the prepared report in Concur and submit the report for approval. Instructions on how to add our administrative assistant as a preparer delegate can be found here: https://www.finance.columbia.edu/sites/default/files/content/Training%20Documents/Concur/Job%20Aids/Job_Aid_Concur_Profile_Delegates.pdf

If you choose to create a Concur expense report directly, you will need to request a chartstring from our Associate Director of Financial Operations, Gesenia Alvarez (ga2030@columbia.edu). No need to request chart-string if Giran Ceballos is set up as your delegate.

Will you submit a Concur expense report directly? *

Yes No, the University Seminars Administrative Assistant is alre No, I will add or have added the University Seminars Admindelegate	
Back	Next
Expense Type * V Please Select Individual Meal Group Meals and/or Other Business Expenses Other Business Expenses	
Back	Next

10 or less Group Meal Expense

Location of Meal *

Attendee List

	Attendee Name	Institutional Affiliation	Uni Sem Affiliation
1			~
2			~
3			~
4			~
5			~
6			~
7			~
8			~
9			~
10			~

See Meeting Group Meals page for details about eligible

meals: https://adminportal.universityseminars.columbia.edu/content/meeting-group-meals

Threshold Amounts (tax and tip included):

\$35 or Less for Lunch / \$50 or Less for Dinner

If you are over these thresholds, provide an explanation. If you received prior approval for going over the threshold, please include the contact infomraiton for the approver.

Required: Upload Receipts and Meeting Announcement or Flyer

Please upload receipt(s) of tendered payment, and oher supporting documentation such as an invitation, meeting announcement, or event program.

Proof of payment may take many forms but must demonstrate that payment was tendered and must include notation of:

- · "Cash Tendered"
- "Paid"
- · A zero-balance due
- Debit/Credit card payment (card type, last four digits of card and/or signature)

If no proof of payment is available, a debit or credit card statement may be provided. Please include first page with your name and address. You may black out any private or unrelated information. Please note: Apply Pay or other electronic device screenshots are not sufficient proof of payment. If you paid with an electronic payment method, you must submit a copy of your credit card or bank statement.

For more information about

Upload Receipts *

Browse Files
Drag and drop files here

Upload Meeting Announcement, Flyer, or other proof of event *



Browse Files

Drag and drop files here

Back

Submit



Administrative Portal

Welcome to The University Seminars Administrative
Portal. The mission of The University Seminars at
Columbia University collectively is to enable the
intellectual missions of its individual seminars.

Staff Directory

End-of-Year Tasks and Planning

Onboarding & Payroll

Onboarding

- Review the "<u>Rapporteurs</u>" (public) and "<u>Onboarding, Work Hours, and Payroll Resources</u>" (private) pages found under the "People" menu in the <u>Administrative Portal</u>.
- The University Seminars hiring manager is Gesenia Alvarez (<u>ga2030@columbia.edu</u>). Contact Gesenia directly with any onboarding or payroll questions.
- Incoming and returning rapporteurs are required to submit onboarding forms. The forms required depend on the rapporteur's current employment status and other factors.
- New and returning rapporteurs should fill out the <u>Rapporteur Registration Form</u> to initiate the onboarding or rehire process.
- If additional paperwork is required, rapporteurs will receive an email from Gesenia through DocuSign.
- New and returning rapporteurs will receive a confirmation email with instructions on how to report work hours from Gesenia Alvarez once the onboarding process is completed. The onboarding process can take up to a week to complete.

Reporting Work Hours

- Rapporteurs are required to submit minutes and meeting materials for each meeting.

 Email lists should also be uploaded. All meeting materials need to be uploaded through Submittable.
- Review the "Onboarding, Work Hours, and Payroll Resources" page found under the "People" menu in the Administrative Portal. A link to the timesheet can be found on this page.
- DO NOT COMBINE HOURS FOR DIFFERENT MEETINGS OR SEMINARS. The Rapporteur must fill out a timesheet per meeting date.
- Report hours in a timely manner. Do not wait until the end of the semester or year to submit bulk timesheets. Payroll may terminate payroll records that are more than three months inactive without warning. When this happens, Gesenia Alvarez will need to re-initiate the onboarding process.
- To receive payment for the orientation and any summer or winter break hours not related to a specific meeting, submit a separate timesheet. Select "Seminar/Workshop Prep/Admin Work" when prompted on the timesheet form.

Typical Work Hours

Rapporteurs typically report 2.5 hours of work per week or 10-12 hours of work per meeting. If more than 15 hours of work per meeting are reported, the chair will need to submit a justification for the extra hours.

Per Meeting

Common Tasks	Typical Number of Hours
Pre-Meeting Tasks: Email correspondence, meeting logistics and reservations, etc.	2 - 3 hours
Day of Meeting: Setup, checking in guests, taking minutes, etc.	2 - 4 hours
Post Meeting: Finalizing minutes, submitting meeting documentation, following up on possible reimbursements, etc.	2 - 3 hours
Other hours (with approval from the UniSem office)	1 - 5 hours
Any hours over 15 hours per seminar meeting	Requires Justification from Chair(s)

Payroll Guidelines

- Rapporteurs should aim to report hours within two to four weeks from their last meeting if possible.
- Full-Time Columbia University graduate students may not work more than 20 hours per week in all CU positions.
- Rapporteurs who also hold student officer appointments (teaching fellows and assistants, research assistants, preceptors, readers, etc.) must disclose their work with the University Seminars with their academic or CUIMC departments. Some departments may request additional documentation, others may have limitations on work hours. If you have any questions, contact Gesenia Alvarez (qa2030@columbia.edu) for additional guidance.
- University and academic holidays must be observed. Let the office know if your chair(s) are not observing university and academics holidays.
- Changes in employment status or personal information: Notify Gesenia Alvarez. Failure to do so may result in delayed pay.
- Review the "Pay Resources" page in the CU Human Resources Website for additional guidance: https://humanresources.columbia.edu/content/pay-resources

Payment for Conference or Special Meeting or Project Work

Conferences, symposia and other special events or projects are not part of regular rapporteur duties. If you agree to perform additional work, do the following:

- Submit timesheet. Do not combine these hours with your regular meeting work. You can use the same timesheet link you use for your meeting hours. Select "Conference or Other Part-Time Work" when prompted what the timesheet is for.
- Conference Budget: The University Seminars will pay up to 20 hours of rapporteur pay for a conference from our general rapporteur budget. Additional hours will be discounted from the funds allocated to the conference.
- Note 20-Hour Restrictions for Students (as noted in previous slide).

Compensation

Pay Rates

- ► 1st & 2nd years of service: \$25
- 3rd & subsequent years of service: \$30
- Meals with the seminar are a part of your compensation (Per Person Thresholds: \$35/per lunch or \$50/per dinner.)

Enroll in Payroll Direct Deposit

- Payroll checks are mailed to the employee's mailing address on file.
- We highly recommend you activate a direct deposit account once your hiring paperwork is approved by Human Resources.
- Please wait for a payroll confirmation email from Gesenia Alvarez. You may enroll once you are added to the payroll system.
- Review the "Pay Resources" page in the CU Human Resources Website for additional guidance:
 - https://humanresources.columbia.edu/content/pay-resources

Types of Compensation

- <u>Student Officers exempt</u>; includes teaching fellows and assistants, research fellows and assistants, preceptors, readers, graders, and any other exempt student officer position. Payment is approved and issued as <u>added compensation</u> via the student's academic department's payroll system on the 15th or end of the month.
- Student Casual Employees non-exempt; non-union, student support staff. Payment is issued via University Seminars payroll system. Multiple Job Student Casual Employees payments may be issued by a home department other than University Seminars.
- Rapporteur will be notified of their expected pay dates through Jotform email.
- Rapporteurs may view their pay statements through https://www.my.columbia.edu. For instructions on how to view your Pay Statement. Visit the CU Human Resource website: https://humanresources.columbia.edu/content/pay-resources

International Students

Review On-Campus Work guidelines found in the International Students and Scholars Office website:

https://isso.columbia.edu/content/campus-work-f-and-j-students

- Your work authorization is determined by your academic program's start and end date as noted on your 1-20 form. You are not eligible to receive payment for work done past the program end date. Any changes to your student or immigration status must be reported to our office and to a new I-9 form must be completed.
- Example, if your I-20 program end date is 5/17/2017 and your next seminar meeting is scheduled for 5/15/2017, the likelihood of completing your rapporteur duties by the 17th is slight. Let us know if you think you are in danger of working past your student visa and I-20 dates so that we can make other arrangements.

Reporting Sexual Harassment, Gender-Based Misconduct & Discrimination

Columbia University Resources

You deserve a University community free from discrimination, harassment, and gender-based misconduct including sexual harassment, sexual assault, domestic and dating violence, stalking, and sexual exploitation. It is therefore <u>University policy</u> to require Columbia faculty and staff to report to EOAA any instance or allegation of prohibited conduct involving any undergraduate or any graduate student that is disclosed to, observed by, or otherwise known to that employee. This requirement to report is in place to help ensure that students are provided appropriate resources and to allow the University to mitigate harm to our community.

Additionally, The University Seminars takes seriously our responsibility to our community-members, especially any student hired or associated with The University Seminars. You can find our Code of Conduct online. Our duty of care and our duty to report are not limited to our own community. It extends to everyone.

Columbia University Resources

Confidential Resources

There are confidential resources on campus who do not have a Duty to Report, including:

- Sexual Violence Response & Rape Crisis/Anti-Violence Support Center (SVR)
- Ombuds Office
- Medical Services
- University Counseling and Psychological Services
- University Pastoral Counseling
- Columbia Office of Disability Services

University employees working in a confidential capacity will not report information shared with them, in most cases.

Columbia University Resources

Columbia University has extensive resources, programming and research dedicated to responding to sexual harassment and other gender-based misconduct.

- Office for Equal Opportunity and Affirmative Action: Hub for information and resources: https://eoaa.columbia.edu/
- Student Conduct & Community Standards (SCCS): https://studentconduct.columbia.edu/
- University Life: https://universitylife.columbia.edu/
- Sexual Respect / Title IX: https://sexualrespect.columbia.edu/
- Pronouns in Use program: https://universitylife.columbia.edu/pronouns

Reporting a Complaint

- Use CU resources: Sexual Respect / Title IX: https://sexualrespect.columbia.edu/
- Duty to report to Student Conduct and Community Standards (SCCS): https://studentconduct.columbia.edu/
- 3. A SCCS member will reach out to you.
- Speaking with a member of either SCCS or EOAA, and whether you participate in the reporting is completely optional.
- The details of a case do not need to be disclosed in order to report. We can provide students with resources.

Other Complaints

- All community members are subject to the <u>Code of Conduct</u> rules.
- 2. There are resources available for reporting other complaints.
- 3. Contact Pamela Guardia (<u>pamela.guardia@columbia.edu</u>) at The University Seminars Office for guidance.

Thank You and Good Luck!