Council of Graduate Students

Friday, January 24th

Student Services Fee Request for the 2014 - 2015 Academic Year

303 Johnston Hall
101 Pleasant St SE, Minneapolis, MN 55455

Address

(412) 860-0919  N/A  cogs@umn.edu
Phone  Fax  Email

“We acknowledge that the Fee Committee does not award actual dollars, but rather a penny fee that earns dollars based upon student enrollment levels. Any differences between anticipated and actual income resulting from changes in enrollment are the responsibility of the student organization, not of the Fee Committee.”

Andrew McNally  Scott Petty
Preparer’s Name  Co-Preparer’s Name

mcnal065@umn.edu  sapettyus@yahoo.com
Preparer’s Email  Co-Preparer’s Email

Is your organization an IRS 501 (c)(3) not-for-profit? Yes X  No
If yes, please provide proof of your organization’s 501(c)(3) status. PLEASE SEE ATTACHED TO EMAIL

Funds are being requested for (check all that apply):

- General Operating Support: X
- Start-Up Costs: 
- Capital:
- Project / Program Support: X
- Technical Assistance:
- Other (List):

Budget

- SSF Dollar Amount Requested $120,980
SECTION 1: NARRATIVE

Brief summary of organization history, including date of establishment.
The Council of Graduate Students (COGS) was established in Fall 1975 to represent the interests of the thousands of non-professional Masters and PhD students governed under the auspices of the Graduate School, or those students currently enrolled in programs with a “GRD” or “graduate student” designation. We are one of the oldest currently active registered student organizations on campus continuously in existence. COGS currently serves as the student government organization for research-focused, academic, and non-professional post-baccalaureate programs across a multitude of colleges and schools. Representatives from every graduate program are eligible to send representatives to the COGS General Assembly and are connected with our communications networks. These include non-professional students from:

- Carlson School of Management
- College of Biological Sciences
  - College of Design
- College of Education and Human Development
- College of Food, Agricultural, and Natural Resource Sciences
  - College of Liberal Arts
  - College of Pharmacy
- College of Science and Engineering
- College of Veterinary Medicine
- Humphrey School of Public Affairs
  - Medical School
  - School of Dentistry
  - School of Nursing
  - School of Public Health
- College of Continuing Education

In 1990, COGS worked with other post-baccalaureate councils to create a council-of-councils called the Graduate and Professional Student Assembly (GAPSA). Originally designed as a caucus within the Student Senate, GAPSA eventually grew to serve councils by consolidating their separate fees requests into a single package. In Fall 2013, the General Assembly of COGS voted nearly unanimously to revert to the previous system, and to sever this financial relationship with GAPSA and submit an independent fees request for the first time in over a decade. We hope
to work with GAPSA to ensure transparency in student government and aim to ensure services to students are unaffected by this change.

Recent Advocacy Accomplishments and Services Offered

COGS has cultivated an institutional culture that has consistently managed to deliver powerful and wide-ranging advocacy and services to graduate students. Examples of recent advocacy achievements have included:

- **Fee Transparency.** Providing graduate students with greater transparency and clarification about where their extra-tuitionial fee dollars go, and working with University administrators to produce the first comprehensive report on the comparative levels of graduate student fees versus other peer CIC institutions.
- **Leave of Absence Policy.** Implementing a leave of absence policy for graduate students under extreme extenuating circumstances who need to “stop the clock” on their degree
- Instituting an excused absence policy for graduate student parents to be absent from coursework when needing to care for their dependents
- **Health Benefits for Graduate Assistants.** Expanded the graduate assistant policy for employment, making health insurance a required benefit for all assistants
- **Protecting Whistleblowers.** Suggested changes in University policy to protect whistleblowers reporting misconduct at the University
- **Health Service Focus Groups.** Focus groups and comprehensive report on graduate student experiences at Boynton Health Center that helped affect changes in Boynton service policies
- **Reducing the Stadium Fee.** Reduced the Stadium Fee for graduate students from $50 per semester to $12.50 per semester
- **Minimum Pay Floor.** Implemented a minimum pay “floor” for graduate assistants at the University
- **Graduate Student Teaching Award.** Collaborated with the Minnesota Student Association to create the first University-wide, student-nominated teaching award for Teaching Assistants and Graduate Instructors.
- **Graduate Student Social Opportunities.** Over the past few years, COGS has taken responsibility within GAPSA for organizing social events for graduate students, including the sole organizers for the Summer Ice Cream Social Hours, the GAPSA-funded bowling events, organizing social events for international graduate students, Graduate and Professional Student Appreciation Week.
- **Graduate Student Survey.** Partnering with the Office of Institutional Research, we solicited a comprehensive survey to graduate students that provided in-depth information about the pulse of graduate student concerns. We conduct this survey every other year (for our last survey see [http://www.cogs.umn.edu/survey.html](http://www.cogs.umn.edu/survey.html)).
- **Graduate Student Orientation.** Worked as co-sponsors with the Graduate School to organize and plan the annual beginning of the year orientation for graduate students.
Hundreds attended this event and praised the highly successful two panels that COGS leaders planned and suggested.

- **Supporting the Council of International Graduate Students.** COGS executives played a role in supporting the development of an international graduate student group that has been highly successful and popular, and has taken a leading role in advocating for international student issues.

- **Supporting the Defining of an Academic Freedom Policy for Grad Students.** This year, COGS has supported the development of an academic freedom policy for graduate students, which has usually only been defined for faculty. Discussion and implementation for this issue is ongoing this year.

- **Roommate Database Program.** Open to all graduate and professional students, this past year we implemented an online database for graduate students to find roommates who are also graduate students at the University of Minnesota, the first of its kind for graduate students at the University of Minnesota.

- **Dialogue Around Cross-Disciplinary Research.** As the representative body for all graduate students in research-based degrees, cultivating cross-disciplinary intellectual community is a key concern for COGS. We have held a very popular workshop on the issue and are working to devise recommendations for ways of improving the cross-disciplinary culture on campus.

### Organization mission/vision statements, inclusive of organizational goals

#### Vision, Mission, and Values

**Vision.** The Council of Graduate Students will lead the graduate student community to a more intellectually and socially integrated cultural life, and facilitate meaningful connections between graduate students and from graduate students to faculty, administrators, engagement communities, and intellectual partners.

**Mission.** The mission of the Council of Graduate Students will be to:

- Advocate for graduate student concerns of all types within the University.
- Ensure the visibility of the graduate student population both within and without the University, focusing on the multiple roles graduate students play, from learners to educators, from junior colleagues to original thinkers.
- Contribute to a welcoming and inclusive creative, academic, and social environment for graduate students across disciplines.
- Provide resources to support the graduate education experience from the day students receive their offer letters to the day they receive their degrees.

**Values.**
- **Inclusiveness and Diversity.** COGS values strength in the diverse intellectual and social contexts that graduate students emerge from, and strives to create a graduate student community that is both more welcoming in general and which is more equitable and just.

- **Intellectual Courage.** COGS participates in the governance structure as much as a process for students to learn leadership as much as the product of advocacy and services offered. The most important aspect of this value has been to create a dynamic relationship between the leadership team and our constituents, encouraging open debate and dissent and promoting democratic governance based on courageous advocacy for all students and the communities we serve.

- **Student Centered Leadership.** COGS cultivates an institutional culture of service rather than a culture of incentives. Student leaders advocate most successfully and develop most fully as leaders by creating institutions and services that students value and benefit from, rather than by providing special incentives.

- **Connectivity and Collaboration.** COGS helps to generate graduate student research and social communities that are increasingly integrated and promote an ethos of working together while respecting difference.

- **Transparency and Integrity.** COGS operates with fiscal and organizational openness and authenticity. We strive to make all decision-making open to the public and to allow constituents to understand what their fees pay for, striving to provide public access to fiscal policies down to every dollar that COGS spends.

- **Participatory Democracy.** COGS believes that decision-making should start from the ground up and welcome participants and collective decision-making from the graduate student community no matter what their level of governance experience.

**Describe your organization’s relationship with organizations of like mission**

COGS collaborates with the other post-baccalaureate and undergraduate student government councils through our role within the Student Senate and has through the institution known as the Council of Presidents. We work with all of the other councils to advocate on issues affecting post-baccalaureate students regardless of their program of study, including on issues like the University’s stance on gay marriage, conflict minerals, issues of campus safety, and gender neutral housing. We also work with individual councils, such as the Student Senate of the School of Public Health to cosponsor programming and to advance shared goals on specific issues.

COGS has close ties and regular consultative meetings with the Office of Student Affairs, the Graduate School, the Provost’s Office, the Deans of all of the Colleges of students that we represent, and student organizations within the individual colleges we represent. These ties are usually deep: we have cultivated a strong but dynamic relationship with the Office of Student Affairs, and have collaborated with the Graduate School on projects ranging from Graduate Student Orientation to our travel grants program to cross-disciplinary scholarship initiatives. We have seated students on committees ranging from the Graduate Education Council to CLA and CSE advisory boards, to Boynton’s Student Health Advisory Committee, to the Student Affairs
Student Advisory Board, to the Board of Governors. We provide a regular update every year at public hearings of the Board of Regents. We have successfully collaborated in the past with the Office of Institutional Research, the Center for Teaching and Learning, Northrop Concert Series, Boynton Health Service, the Budget Office, and the President’s Office, among others, on major survey, informational, and advocacy projects.

Additionally, we look forward to working more closely with the Minnesota Student Association (MSA), to promote issues relevant to all students. In the past we have jointly promoted excellence in graduate student teaching through the Graduate Student Teaching Award given every year, organized by COGS but promoted by MSA. We recently joined discussions with MSA, GAPSA, and other student organizations to increase the visibility of students’ campus safety concerns to University and civic leaders. As it becomes a more full partner in the student governance structure next year, we look forward to cultivating this relationship further.

We have worked to represent our constituents within the General Assembly of GAPSA since its inception, and have tried to work collaboratively with GAPSA on projects of shared interest. Additionally, we have participated in GAPSA’s combined fees request process for several years. However, due to a number of concerns with GAPSA’s budget process, our General Assembly voted to sever our formal financial relationship starting in July of 2014. We hope to collaborate with GAPSA to improve the transparency and openness of student government, while maintaining a consistent level of support for graduate students through the transition.

Illustrate the need for your organization within the University community, inclusive of how your organization meets this need

We represent all “non-professional” graduate students enrolled in academic programs, but we firmly believe in bringing professional and graduate students together: all intellectuals are professionals, and all professional students also contributevaluably to the University’s intellectual community. This mantra informs COGS’ goal to fulfill a unique role in the life of the University community in three combined respects: first, it represents the interests of graduate students in all aspects of graduate student life; second, it provides a model for representation of graduate student interests in a highly productive, expansive, and efficient manner; third, as the umbrella organizations for all research and academic based degree-seeking students, we contribute uniquely to the University community as a clearing house for emerging scholars’ professional and intellectual growth across disciplinary and collegiate lines.

Despite the fact that over 8,000 graduate students work to deliver the academic mission of the University, most student-oriented organizations focus, primarily or exclusively, on serving the needs of undergraduates or faculty. Graduate students, as often being “midway” between students and career researchers and teachers, often get left out of the discussion about “teaching,” which focuses on undergraduates, and “research,” which focuses on faculty work. Graduate
students contribute importantly to both aspects, and keeping graduate education in the foreground is critical to the academic reputation of the University in the future. Thus COGS’ mission extends beyond the graduate student community to improve the quality of undergraduate and faculty life at the University.

Despite this importance, because University administrators are forced to juggle the needs of different types of students, graduate students are often overlooked. Graduate students are often isolated within their particular field of study, both intellectually and socially, even from others in similar fields. Funding cuts have forced many colleges, schools, and individual programs to reduce resources available for professional development.

COGS works to fill these gaps by offering several critical resources to graduate students:

- **Advocacy**: COGS acts as a two-way conduit between the graduate student body and University administrators. Our General Assembly meetings provide an open forum for student to discuss concerns. COGS officers may communicate these concerns to administrators directly, or assist individual students in navigating the University’s administrative structure. The General Assembly may pass resolutions which can be taken to reflect the views of the student body. COGS also conducts a biennial survey of all post-baccalaureate students on a wide array of issues. We are the only group on campus who conducts a survey of this nature.

- **Representation**: COGS provides graduate student representatives to a number of governing bodies across the University, including the Student Senate, the Graduate Education Council, the University Committee on Academic Freedom and Tenure, and numerous other committees, boards, and working groups. In the case of the Student Senate, COGS is the exclusive representative of graduate students.

- **Social connectedness**: COGS organizes a number of social events throughout the academic year. These events are designed to appeal to students across disciplinary boundaries and to foster a broader sense of community within the University. We make a particular effort to offer events that appeal to graduate student families, who often face incredible challenges in their academic and social lives. We also schedule events designed to help graduate students integrate within the broader community of the Twin Cities. Our programs are designed to break down the “silo effect” prevalent in graduate education. Only an organization explicitly focused on graduate students will have the depth of understanding necessary to address these issues.

- **Professional development & Intellectual Community**: COGS has nurtured a professional development program designed to help students develop and achieve their long term career goals. We partner with the Graduate School and other organizations to offer workshops and panels on research issues, and communicate the needs of graduate students in the planning stages of this programming. We partner with the Center for Teaching and Learning to improve the quality of graduate student-provided instruction.
We also provide a robust grant program for graduate students attending conferences and training programs.

**Detail the student benefit derived from your organization, whether or not students utilize services**

COGS has represented a long-standing, dynamic, and among the most successful governance organizations on campus, a reason that students so strongly support and identify with COGS. We bring a sense of participatory democracy to the University governance structure through the Student Senate. COGS plays a role in advocating for the interests of graduate students whether or not they attend our meetings or social events. Our comprehensive, biennial survey is sent to every post-baccalaureate student, receives a 30% response rate among doctoral students, and a principal tool for administrators to identify the issues graduate students face—much like the Boynton Focus Group report COGS organized which affected change at Boynton for all students. Our grant program expands the reach of graduate student research, enhances the reputation of the University, and has served as a stopgap measure in the face of declining program support.

The connections that are formed through our events have a broader impact across the University community. Networking at COGS events can lead to the spread of ideas without the explicit involvement of our organization. COGS is one of the few organizations on campus devoted to fostering this sort of cross-pollination for graduate students on a broad scale.

We represent graduate students at the highest level of University governance, and our advocacy successes have changed grad students’ lives for the better—whether or not they knew about them—ranging on issues like fee transparency, the leave of absence policy, health benefits for grad assistants, reducing the stadium fee, implementing a minimum pay floor for grad students, and improving the quality of grad student teaching and cross-disciplinary research. We provide many orientation resources, such as our grad student handbooks or the roommate finder, which are available to all grad students that we represent—as well as professional students.

**Describe student involvement within your organization**

Students are involved in every level of our organization—even down to the fee request. We have directly solicited feedback from the general grad student population on our budget, and have and will vote on changes in our budget (such as all officer stipend increases) through our General Assembly. Our final budget will be approved by the COGS GA.

Our General Assembly comprises representatives from over 120 graduate programs and meets each month during the academic year. Our Executive Board is elected by the General Assembly and works to implement the agenda the General Assembly prescribes. We seek to encourage bottom-up thinking and goal-setting while maintaining transparency and accountability. Our meetings include open debates on a variety of graduate students concerns and are our members are famed for their active and lively participation. We have had great success this year and in
past years in getting students to participate in our programming and social events, such as the Graduate Student Orientation we co-sponsored, Grad and Professional Student Appreciation Week, and the happy hours that have accompanied many of our workshops (detailed in below performance report).
Due to the implications of COGS' separation from GAPSA financially, changes in the Student Senate, and a desire to create a more diverse and representative executive board, COGS has planned a student-centered revision of its Constitution and Bylaws. As such, while we do not expect the number of officers or payment matters to change significantly, the structure of our Assembly and executive board may alter by the end of this semester.
## SECTION 3: PERFORMANCE REPORT

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>2011-2012 and/or 2012-2013</th>
<th>ESTIMATED ATTENDANCE 2014-2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>COGS University-Wide Survey of Graduate Students</td>
<td>3832 students, shared with all graduate students via email listserv and COGS’ website (Spring 2012)</td>
<td>4500 students (Spring 2014)</td>
</tr>
<tr>
<td>Graduate Student Teaching Award</td>
<td>190 student instructors nominated, 13 finalists last year</td>
<td>200 student instructors nominated</td>
</tr>
<tr>
<td>Executive Board Meetings</td>
<td>108 students in attendance over the year (average 12 board members in attendance over 9 meetings)</td>
<td>108 students in attendance</td>
</tr>
<tr>
<td>General Assembly Meetings</td>
<td>270 students in attendance over the year (45 students (average over past three years, ranging from 30 to 70 depending on date and availability) over 6 meetings per year)</td>
<td>360 students in attendance²</td>
</tr>
<tr>
<td>COGS-Sponsored Workshops (Surviving the Minnesota Winter, Workshop on Cross-Disciplinary Scholarship, International)</td>
<td>300 students (average of 50 students per event, 6 events projected through the coming semester)</td>
<td>400 students³</td>
</tr>
</tbody>
</table>

² By shifting to a more representative organizational structure and by finding more and more meaningful ways for students to participate in the General Assembly structure, and by aggressively recruiting members to the GA year-round, we hope to expand the average attendance at GA meetings by approximately 33%.

³ We have found over the course of the past two years that COGS must revisit its communications strategy in order to better recruit students to attend events. This year, we have already committed to cutting back on the number of emails from COGS, redesign our website and logo, make our communications more meaningful and solicit feedback directly from students. We are seeing great results in the process, translating into higher attendance numbers in the past. By systematically reevaluating our communications policy and bettering it, we hope to improve our numbers dramatically in attendance to social and academic events.
### SECTION 3: RESERVE ACCOUNTS

COGS currently possesses one account which can be described as a “reserve account” or savings account, which currently holds $23,243.88 as of January 24, 2014. COGS accumulated this level of reserve over many years for a variety of reasons, but principally because of budget uncertainties surrounding the distribution of pass-through funding from GAPSA in the past. One year, GAPSA failed to submit its fees request on time, and therefore uncertainty arose as to whether COGS would receive the correct amount of funding or any funding at all. An incorrectly

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4 We hope to expand the budget for the awards ceremony, including a larger room at a better time
distributed amount of pass through funding for 2012-2013 by GAPSA confirmed the need to hold such a reserve given the fiscal uncertainty. We believe that this level of funding, as about 15% of our total budget, is appropriate given the added uncertainties of the new fee request in 2014-2015. As unexpected contingencies arise, COGS will need a “cushion” to protect its programming if there are unexpected fluctuations in fees or other changes.

In addition, COGS possesses an account that is reflected on our tax returns in the form of an endowment. These funds cannot be drawn on for programming or operational expenses, and so cannot be considered reserves, but rather provide approximately $3,000 in interest toward our travel grant program.

SECTION 5: FEE REQUEST (Please see attached budget sheet for detailed breakdown)

COGS is requesting $120,980 in Student Services Fees in the form of a special assessment on all enrolled students designated by the Office of Institutional Research as GRD students, for the Fall and Spring semesters of the 2014-15 school year. Using this past year’s estimates of this representation numbers for the Fall 2013 enrollment, we estimate that this will result in very roughly a $7.60 per student per semester fee ($0 in the summer). While this is not COGS’ first fee request, it is COGS’ first request for funding directly from the SSFC in some time since COGS has received most of its funding through the pass-through system within GAPSA recently. While the special assessment for COGS students that we hope will replace the GAPSA fee for our students will actually result in a reduction of the per-student dollar amount in special assessment fees, it will also result in a doubling of COGS’ budget versus previous years by about $80,000. Most of this increase comes from growing COGS’ budget for programming and resources that directly affect all students, rather than from increased operational expenses—which we have slashed.

Part of the reason for the increased budget amount is to provide flexibility for COGS’ students in the first year of being a separate organization. We expect that in future years, once COGS has consolidated changes in its programming and experienced the necessary experimentation in the first year of a new financial system, funding levels will stabilize or decline slightly as we continue our commitment to cost efficiency and lower fees.

The main reason for this increase in COGS budget, however, is not from expanding expenses in total, but from taking over many of the services that GAPSA previously provided students or funded COGS for on a special basis to ensure continuity of services. For example, of the $80,000 increase in budget:

- **$32,600 of this increase comes from ensuring continuity of grant services** in creating the Fixed Amount Travel Grants, Intellectual Community Building Grants, and Community Building Event Grants, which are designed to continue services offered
through GAPSA and which students have come to depend upon. The amounts requested for these grants reflect estimates from the GAPSA Vice President of Grants of how these grant programs were distributed per council. (Please see programming budget section for details about these proposed programs).

- **$15,000 of this increase comes from adopting the salary of COGS’ administrator and $1800 budgeted toward payroll taxes**, which had previously been funded directly through GAPSA apart from COGS’ pass-through funding. COGS’ administrator is crucial for facilitating communication, passing along crucial information, conducting administrative work such as ordering food and making copies, and supporting COGS’ organizational culture of success. (Please see attached job description for administrator).

- **$2000 budgeted toward the Fall Family & Friends Bowling Event** which COGS has organized in the past but which GAPSA provided full grant funding for. (see performance report and budget sheet for more information)

- **$4000 budgeted toward Graduate and Professional Student Appreciation Week**, which had previously been organized by COGS but funded in part, in this amount, by GAPSA. (see performance report and budget sheet for more information)

- **$1500 budgeted toward the President of COGS’ stipend**, which had been funded by GAPSA this past year as the President also served as the GAPSA representative and received the GAPSA representative stipend in lieu of the President’s stipend.

These adoptions represent the vast majority ($56,900 out of $83,000) of the increases.

**$20,000 increase in Competitive Travel Grants Program**
Among the best known, most exuberantly praised, and most supported of COGS’ traditional programming, the Competitive Travel Grants program supports COGS-represented students who are not funded for the full amount for travel, hotel, food, and other expenses in traveling to conferences and other professional development opportunities taking place outside of the Twin Cities metro area. Conference travel and professional development funded by this program represents among the most crucial and frequently underfunded aspects of graduate student success. A recent COGS survey showed that less than half of grad students at the U are able to present at conferences, much of which appears to be influenced by lack of funding. This program, funded in part through the Graduate School in the past (and hopefully next year in the
amount of $20,000), attempts to fill in the gaps for the most experienced and able graduate students who will benefit greatly from travel opportunities but are not funded for them, in amounts up to $1200. The program's competitive nature also familiarizes students with the process of applying for grants and fellowships on a smaller scale with lower stakes, even for those who do not ultimately end up being accepted. In the past, we have had hundreds of applicants per year with a couple dozen being accepted. With a 50% raise in funding levels, we hope to increase our acceptance rate. In the past, we have generally received upwards of 250 applications per year despite a competitive acceptance rate and application process, and approximately 60 awards per year.

**Awards Ceremony**

We plan to increase the funding for our awards ceremony **from approximately $400 to $1200.** Our end of the year awards ceremony highlights the value of graduate education and showcases the winners of COGS' awards for the year--including our President's Award, Outstanding Faculty Award, Leadership Award, Graduate Student Teaching Award, and Travel Grant Winners. Light dinner is provided for attendees. In the past, the reception has received enthusiastic feedback from administrators and teachers. The expansion of the funding levels is designed to help double the attendance record for the Awards Ceremony and improve the size of the space used to present the awards, but also to increase the level of refreshments provided. In the past we have provided cake, but we hope to offer a (very) light dinner in order to attract a larger number of students and faculty.

Additional programming increases are generally minimal. Please see budget sheet attached for more detailed information about our breakdown.

Regarding compensation for student employees, student group officers and/or professional staff; please include the number of compensated individuals, type of compensation (salary, hourly wage and/or stipend), compensation levels, approximate number of work hours (either per week or per semester) and general responsibilities/duties of compensated individuals.

Please see budget sheet for more details about compensation, and for in-depth information on compensation and responsibilities, see the attached supplemental information in the documents “Officer Job Descriptions” and “Admin Job Description” for full understanding of responsibilities. Note that all stipend levels have been approved in the past by the COGS General Assembly.
<table>
<thead>
<tr>
<th>Role</th>
<th>Weekly Hours</th>
<th>In a Nutshell</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>President</strong></td>
<td>20-25 / week</td>
<td>runs meetings, writes the agenda, represents COGS at many meetings, serves on the GAPSA exec board.</td>
</tr>
<tr>
<td><strong>Executive VP</strong></td>
<td>5 / week</td>
<td>oversees getting people on committees and communicating with grad students on committees to relay information back to the general student body, does the same for the university Senate and subs for the President when necessary</td>
</tr>
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</table>

**NOTES:** All compensation stipends. Administrator paid on a bi-weekly basis; all officers paid on quarterly basis from September to May. All officers except VP Finance elected in May by General Assembly; VP Finance elected by GA in December.
<table>
<thead>
<tr>
<th>VP University Relations</th>
<th>5 / week</th>
<th>is in charge of taking our passed resolutions and making people at the University pay attention to them and relaying the responses back</th>
</tr>
</thead>
<tbody>
<tr>
<td>VP Internal Relations</td>
<td>5 / week</td>
<td>writes up our semesterly gradletters, organizes our social events and gives louise a hand at setting up at events and booking rooms and such. Additionally, VP Internal is supposed to liaise with the CDLs and go to meetings with the deans of each college.</td>
</tr>
<tr>
<td>VP Finance</td>
<td>5 / week</td>
<td>draws up our budget, balances our checking account, does the taxes and can write/sign checks (such as our travel grants) VP Finance also sits on some of the grant committees.</td>
</tr>
<tr>
<td>Position</td>
<td>Hours per Week</td>
<td>Responsibilities</td>
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<tr>
<td>-------------------------------</td>
<td>----------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>VP Communications</td>
<td>5 / week</td>
<td>takes minutes, is in charge of our blog and facebook, and maintains our constitution, policies, and bylaws.</td>
</tr>
<tr>
<td>GEC Representatives</td>
<td>2 / week</td>
<td>go to the GEC meetings which is where a lot of policy in draft form is examined as well as the makeup of programs offered at the U.</td>
</tr>
<tr>
<td>Administrator</td>
<td>20 / week</td>
<td>Office management, Institutional Memory, Assistance with Preparation of Taxes, Budget, and Financial Management, Preparing and Facilitating Communications, Liaison to University Offices, Ordering Food Rooms and other resources for meetings and events, Issuing Payments</td>
</tr>
</tbody>
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**SECTION 6: EXTERNAL FUNDING**

State the percentage of your budget that comes from Student Services Fee income and any other sources of revenue.
We estimate that at minimum $48,354 of COGS’ budget, or approximately **26.72%** of COGS’ budget will come from external sources, whereas at maximum **73.28%** will come from Student Services Fees. The source of external income are as follows:

- Funding for our travel grant program in the amount of $20,000 from the Graduate School, which has been consistent over the last three years.
- Interest on our endowment for our travel grant program in the amount of $3000, beginning this year.
- Approximately $23,340 in reserves accumulated from pass through funding from GAPSA in previous years.
- Expected $2000 in contributions from co-sponsoring Departments and administrative units and centers in collaborating on our research symposium.

**Describe your organization’s efforts to secure funding in addition to Student Services Fee income. Describe your organization’s financial need for Student Services Fee support that cannot be fulfilled with alternative sources of income.**

Over the past three years, we have accumulated funding from the Graduate School in the amount of $20,000 per year for conference travel grants, and have built up our endowment in order to supplement our travel grant program. As we more fully integrate into the University and Collegiate governance structures over the coming semester, we plan to seek commitments within and outside the University for co-sponsoring programming and grant awards in order to reduce the total percentage of funding from Student Services Fees either in our current fee request or future fee requests. We have not had the time to do so yet given our timeline, however we shall make this a top priority over the coming semester.

**Please provide additional detail if you are requesting one-time, special or a significant funding increase as part of your SSF request. Include plausible/realistic plans, evidence that the applicant has thought through the facility, security, permitting and/or other requirements for putting on significant events, and demonstrate an understanding of the true full cost of the events or other applicant requests (where one-time, special or significant funding increases are included in the SSF application). The SSF Advisor is available to consult with applicants who wish to request one-time, special or significant funding increases.**

As detailed above, the funding increases that we are requesting are principally in the form of ensuring the continuity of services during a year of transition for student governance. Nearly all of the items under consideration have been successfully organized by COGS leadership over the past year without difficulty. The only possible increases in labor intensiveness or organizational knowledge are as follows:

- **Increased grant programs** shall be folded into the portfolio of committees of the executive board and significant administrative support shall be provided by the COGS
administrator. We expect to streamline the process to minimize the responsibility of grant committee members on the executive board and to reallocate grant responsibilities as the primary responsibility of our Vice Presidents. The expansion of our Competitive Travel Grant Program will actually decrease the labor intensiveness of that project by accepting more applications.

- **Our new research symposium and research showcase** being conducted this year are well underway and already being planned in its details. We have every expectation that it will be highly successful and that planning it shall attract new members to the executive board and Assembly. As we institutionalize the program we expect higher numbers of volunteer participants in organizing the events.

For groups requesting more than $15,000 in annual SSF support, indicate if your organization will be either 0%, 50% or 100% operational in the summer of 2015. COGS will conduct crucial planning and other forms of events during the Summer of 2015, but we will not maintain an open office and will not be conducting sufficient events to justify support over the Summer of 2015. However, our officers will work and welcome contributions questions and feedback over the course of the summer.