Welcome to
The University Seminars
Rapporteur Orientation

• Please enjoy food and beverages.

• Take a folder from the center of the table and fill out forms found inside your right-hand pocket. Completed forms will be collected at the end of orientation.

Thank you.
Introductions
Welcome to The University Seminars

ROBERT POLLACK
Director

AND

ALICE NEWTON
Deputy Director
A Very Brief History

• The University Seminars have been meeting since 1945. The idea, spearheaded by the historian, Frank Tannenbaum, originated in the 1930s.

• Tannenbaum recognized a need to go beyond the narrow focus of academic departments in light of emerging national global problems.

• The Seminars bring together Columbia University professors with professors and experts at outside institutions to meet and explore matters no single department has the breadth or the agility to study.
A Very Brief History

• Tannenbaum and his wife, Jane Belo, bequeathed the Seminars an endowment which protects the University Seminars from “interference…and uniformity”. This financial safeguard gives the Seminars a valuable degree of autonomy.

• Each seminar has its own internal structure but must adhere to these rules:
  – No honoraria
  – Membership is by invitation and should include experts from within and outside of Columbia University
  – Meetings are discussions among peers, not lectures
  – Financial and payroll expenses must adhere to CU Finance policies
Some of Our Earliest Seminars

• The State (1945)
• The Problem of Peace (1945)
• Studies in Religion (1945)
• Interreligious Relations (1954)
• The Renaissance (1945)
• Rural Life (1945)
• Content and Methods of the Social Sciences (1947)
• Labor (1948)
• Development of Pre-Industrial Areas: Theory, Research & Policy (1954)
• Eighteenth-Century European Culture (1962)
• The Professions in Modern Society (1950)
• Higher Education (1950)

*Bold ones still meet.
Some of Our Newest Seminars

• Religion and Writing (2012)
• Work/Family in the 21st Century (2012)
• Global Mental Health (2012)
• Beyond France (2014)
• Logic, Probability, and Games (2014)
• Arts and Science (2014)
• Human-Animal Studies (2014)
• Indigenous Studies (2014)
• The Integrative Study of Animal Behavior (2014)
• The Future of Aging Research (2014)
• Affect Studies (2015)
• Disability, Culture, and Society (2015)
Important Things to Remember

• Intellectual work is going on and your job is to record it. You’re a liaison between the UniSem office and your chairs.

• Reference the website for information before contacting our office! http://universityseminars.columbia.edu/resources/forms-and-policies/

• On our website, under “People,” you’ll find reference pages for Rapporteurs and Chairs. The Search function is also handy.

• Always refer to your seminar number and seminar name in your email correspondence with the UniSem office. We deal with over 90 seminars and any help referencing emails is appreciated.
Important Things to Remember

• If you require immediate assistance call (212) 854-2389. Our contact information is also listed on our website: http://universityseminars.columbia.edu/contact-us/

• We receive over 150 emails a day and can’t promise you a prompt reply.
What Should Rapporteurs Expect on the job?

Jeffrey Wayno
Rapporteur for the Seminar on Medieval Studies
Rapporteur Responsibilities and Meeting Logistics

PAMELA GUARDIA
Seminars Program Coordinator

pfg2106@columbia.edu
univ.seminars@columbia.edu
212-854-2389
Rapporteur Responsibilities: Introduction
Rapporteur Responsibilities: Website

The seminar chair appoints a rapporteur who, under the direction by the central office and the seminar. Rapporteurs are graduate students serving as rapporteurs provided their appointment has first been approved. Only rapporteurs who are full-time students at Columbia, Barnard.

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 the rapporteur to perform certain tasks and prescribed by the Rapporteur Guidelines and Procedures document.

For information on travel and business expenses and reimbursements, please refer to the Travel and Business Expense and Payments For a Good Or Service pages.

New Rapporteur Orientation sessions take place a couple of times a year, usually at the beginning of the Fall and Spring semesters. If you are unable to attend a scheduled orientation, you will need to contact The University Seminars office to schedule an appointment. See the New Rapporteur page for additional information.

Rapporteur Links

- Meetings
- Announcement Template
- Meeting Checklist
- Attendance Sheet
- AV Procedures
- Accessibility
- Reimbursements

Minutes
- Minutes Guidelines
- Minutes Template
- Minutes Naming Convention
Travel Arrangements

• **Travel Funding must be secured in advance**

• **Air and Train Travel:** Arranged via *Valerie Wilson Travel Inc.* Contact: Lori Ean, [lorie@vwti.com](mailto:lorie@vwti.com)

• **Interstate buses, taxi, subway:** Arranged by traveler and require reimbursements*.

• Some foreign nationals are **not** reimbursable

• Parking needs to be reserved at least **2 days in advance**. Follow instructions on our website: [http://universityseminars.columbia.edu/resources/parking/](http://universityseminars.columbia.edu/resources/parking/)
Travel Arrangements: Hotels

• Rapporteurs make hotel accommodations. Instructions and a list of hotels and their rates are on our website: http://universityseminars.columbia.edu/resources/booking-a-hotel/

• Tell the reservations desk that you are calling from Columbia University, The University Seminars and mention Pamela Guardia.

  – Send reservation/confirmation information to Pamela Guardia for payment arrangement:
    • Hotel Name and Confirmation Number
    • Guest Name
    • Room Type and Rate
    • Arrival and Departure Dates
    • Seminar Number
Hotel Rates

Preferred hotels are highlighted

When making a reservation, you must mention:

- You are calling from The University Seminars, Columbia University
- Payment authorization will be sent by Pamela Guardia.
Reimbursements

• Some foreign nationals are not reimbursable. Check with Pamela before making arrangements.

• Tax forms, expense forms, and procedures are on our website

• Each payee needs to submit:
  – Tax forms: W9 or W8
  – An expense form (depending on affiliation)
  – Receipt(s)

• Payments are not processed until everything is received.

• Policies are on the website: http://universityseminars.columbia.edu/reimbursements/
Reimbursements: Tax Forms
Reimbursements: Expense Forms

<table>
<thead>
<tr>
<th>Itemized Expense Descriptions</th>
<th>Description</th>
<th>Amount</th>
<th>Unit</th>
<th>Cost Basis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per Diem</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTALS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>
# Reimbursements: Expense Forms

**UNIVERSITY SEMINARS**  
COLUMBIA UNIVERSITY, MC: 2302  
FACULTY HOUSE, 64 MORNINGSIDE DRIVE, 2nd FLOOR, NEW YORK, NY 10027

**NON-COLUMBIA**  
TRAVEL & BUSINESS REIMBURSEMENT  
PLEASE PRINT  
ATTACH ALL ORIGINAL RECEIPTS  
(except for local subway/bus fares and mileage).

<table>
<thead>
<tr>
<th>Meeting Date:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Seminar:</td>
<td></td>
</tr>
<tr>
<td>Full Name:</td>
<td></td>
</tr>
<tr>
<td>Home Address:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
<tr>
<td>Telephone:</td>
<td></td>
</tr>
</tbody>
</table>

- Social Security Number (or ITIN or FEIN):  
  AND, FOR NON-RESIDENT ALIENS,  
  Visa Type/Number (attach photocopy):

**TRANSPORTATION:**  
- AIR/RAIL, ETC: $  
- TAXI:  
- PARKING:  
- TOILS:  
- MILEAGE: _______ miles @ $0.560/mile

**HOTEL:**  
**OTHER (please specify):**

**SUBTOTAL:** $______

**LESS AMOUNT NOT COVERED:**  
**TOTAL REIMBURSEMENT REQUEST:** $______
Seminar Meetings

Seminar Meeting Checklist

When emailing the University Seminars office, always include your seminar’s number and name in the subject line of your email and the meeting date. For all guidelines, templates, instructions, and links mentioned on this form, go to:

http://universityseminars.columbia.edu/resources/forms-and-policies/

A.S.A.P. – Make travel arrangements

☐ Travels funds are not automatic. Your seminar chair should have requested approval for funds from The University Seminars office prior to the start of the semester. Confirm this with your chair before proceeding.

☐ If your guest speaker(s) expect reimbursements for travel-related expenses not arranged through our travel agent, contact Pamela Guardia (pfig2106@columbia.edu) immediately. All non-Columbia payees must be approved in advance.

☐ Make hotel reservations. Refer to our Hotel Booking Procedure section on our website.

☐ Contact our travel agent, Lori Ean, for any air or rail travel accommodations (refer to the Travel section).

3 weeks or more before the meeting

☐ Confirm with Pamela Guardia (pfig2106@columbia.edu) that a meeting room has been arranged.

☐ Email an announcement to seminar members and to univ.seminars@columbia.edu. (Refer to the Announcements Template on the Rapporteurs section.)

☐ Upload a Word doc version of the announcement to CourseWorks in your seminar’s announcement folder.

The Wednesday, a week before the meeting date

Email Pamela Guardia (pfig2106@columbia.edu) the following:

☐ An accurate dinner attendee number (for dining at Faculty House only).

☐ Your seminar will receive two complimentary bottles of wine at dinner (if you require additional wine, you must make a request in advance – cost for each additional bottle of wine requested is $25).

☐ (If necessary) make special dietary requests (no gluten, Kosher, etc.) and request parking for speaker(s).

☐ Confirm AV equipment needed (supplies are limited).

Day of the meeting

☐ Assist guest speaker(s) with set up and test AV.

☐ Have all attendees (including Chair(s), Speaker(s), and Rapporteurs) sign the Attendance Sheet.

☐ Record minutes. (Refer to the Minutes Template on the Minutes section.)

☐ Return AV equipment to the University Seminars’ office.
Rapporteur Responsibilities: Pre-Meeting

• At the start of the Semester:
  • Update your seminar’s web page & update throughout the year
  • Update and upload to CourseWorks seminar’s email list
  • Understand your responsibilities for your seminar

• In Advance of each Meeting:
  1. Communicate with your Chair:
     • Confirm that Travel Funding was approved, if applicable
     • Understand your responsibilities for your seminar
  2. Communicate with Guest Speaker (if any):
     • Will the guest need:
       – Travel Arrangements. All funding must be approved in advance.
       – Reimbursements. Some foreign nationals are not reimbursable.
       – Audio-visual equipment.
       – Special dietary considerations.
     • Obtain bio & paper for circulation to group, if any
Rapporteur Responsibilities: Pre-Meeting

Communicate with The University Seminars office:

• Send confirmed hotel and travel details to Pamela Guardia.

• Confirm date, time and venue (whether meeting in FH or not).

• Send out announcement. Add univ.seminars@columbia.edu to email list. Upload announcement to CourseWorks.

• Dinners in Faculty House: Provide catering order 10 days in advance, include any dietary restrictions. Update the day before if necessary. Reserve AV* and parking. Circulate materials or make copies for meeting.

• Dinners outside of Faculty House.
Rapporteur Responsibilities: Meeting

• On the Date of the Meeting:
  – Arrive Early
    • Signs in lobby indicate room assignment. Check meeting room and dinner table in the dining room on the 4th floor.
    • Test Audio-Visual equipment
    • Circulate the Attendance Record and *make sure it is properly filled out*
    • Circulate any handouts
  – Record the Minutes
  – Dinner:
    • Provide server with the dinner voucher.
    • Collect dinner checks, any Gift (contributions), or parking checks.
    • Return all checks and the dinner receipt to US office in the provided envelope
  – All checks:
    • Payable to *Columbia University*
    • Have seminar # and either ‘Dinner,’ ‘Gift’ or ‘Parking’ written on the memo line
    • Dinner, parking and and gift checks must be separate checks
    • Gifts are tax-deductible
Rapporteur Responsibilities: Dinner Envelopes
Rapporteur Responsibilities: Post-Meeting

• After the Meeting:
  
  – **PUT AWAY ALL AV EQUIPMENT**: Neatly and in the original cases. Return *everything* to the 1st floor office.
  
  – Special AV needs.
  
  – Submit dinner envelope and original *Attendance Record* to office.
  
  – Upload the announcement and minutes to CourseWorks.
Rapporteur Responsibilities: Audio Visual
Forms Available at UniSem Office

- Reimbursement Forms
- Timesheets
- Attendance Record and Publication Policy Acknowledgement
- AV Instructions
- Seminar Meeting Checklist
- Mailing Forms
CourseWorks, Archives, and Website

SUMMER HART
Associate Director for Archives, Web Management & Design
sh3040@columbia.edu
universityseminars.columbia.edu
WEBSITE/COURSEWORKS
INSTRUCTIONS & CREDENTIALS

At the beginning of the fall semester, you will receive an email containing the following information and attachments:

- Your assigned password for the website (log in is your Uni)
- Website Moderator Manual
- CourseWorks Instructions

Both manuals can also be found on the website on the “Minutes Guidelines” page: [http://universityseminars.columbia.edu/resources/minutes/](http://universityseminars.columbia.edu/resources/minutes/)

If you do not receive your website credentials, or have website/CourseWorks related questions, please email Summer Hart: sh3040@columbia.edu.
COURSEWORKS

Log in with your Uni and Uni password.
Under “My Project / Active Project,” click Project Title “University_Seminars.”
Then “Files & Resources” and “Uploads.”
COURSEWORKS
THERE ARE THREE FOLDERS UNDER “UPLOADS”

1. MEETINGS
   • Announcements
   • Minutes
   • Handouts
   • Speaker’s notes

2. SPEAKER’S PAPERS
   • Background papers
   • Speaker’s papers

3. EMAIL LIST
   • Email list of all members

Please update the email list at the start of the fall semester.

Minutes and announcements for meetings are mandatory. Please review the naming convention before uploading.

Speaker’s papers enrich our archive, and their inclusion is encouraged but not mandatory and only with the permission of the speaker.
COURSEWORKS
MINUTES

One of the functions of your job as rapporteur is to record and upload to CourseWorks the minutes from each seminar meeting. These minutes become a part of our permanent archive. After five years, unless otherwise noted, minutes will be made available to scholars through the Rare Book & Manuscript Library.

You will find the following on our website on the “Minutes Guidelines” page: http://universityseminars.columbia.edu/resources/minutes/

• Minutes Guidelines

• Minutes Template

• Minutes Naming Convention

Please review these guidelines.
“ATTENDANCE RECORD & PUBLICATION POLICY ACKNOWLEDGEMENT”

This is a legal document. You must collect the names and initials of everyone in attendance, including seminar chairs for every meeting.

Seminar Attendance Record & Publication Policy Acknowledgment

Authors retain full publication and other rights to all papers and comments. Copyright to seminar minutes belong to The Trustees of Columbia University. Minutes and appended documents for this Seminar meeting will be open to Columbia Library users after five years.

Seminar Meeting Date:

Seminar Number and Name:

If you wish to make an amendment to the default five-year publication policy, please note it here:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Affiliation:</th>
<th>Email:</th>
<th>Initial:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair(s):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rapporteur(s):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speaker(s):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attendees:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
We have a naming convention established in collaboration with the Columbia University Library. The name of the file provides the Library with metadata to incorporate them into our digitized archive.

**Example:** 441.AY20132014.0125.m.doc

- **Seminar Number**
- **MMDD (Meeting Date)**

The letters “AY” should always proceed the number format for the Annual Year (e.g., “AY20132014” = 2013-2014)

The letter at the end of the file name indicates file content, for instance, “m” in this example indicates minutes. Please note you can also upload speaker’s papers and handouts into the seminar’s subfolder provided that each file is labeled by content type, for example, “h” for handouts, “sp” for speaker’s papers. For announcements use “a”.

**COMMON CONTENT CODES**

- “m” for minutes
- “a” for announcements
- “sp” for speaker’s papers
- “bp” for background paper
- “h” for handouts
- “e” for email list
WEBSITE RESPONSIBILITIES:

1. MAINTAIN MEETING SCHEDULE

   • The website is meant to be a tool for chairs and members. Encourage its use by keeping information up to date.

2. CONFIRM INFORMATION

   • It is important that the schedule is kept up to date and any meeting information is entered promptly.

   • Confirm with chair(s) that the description and contact information are correct.
The log in button is for **website moderators** only. You only need to log in to make edits—not view the site.
Forms and Policies
List of Seminars

The list of seminars can be sorted by using the toggle arrows.
Web Pages for Seminars

Each page has a title, description, contacts, and a meeting schedule.
Meeting Schedule: Moderator’s View

Fill in these categories for each meeting.
Meeting Schedule: Moderator’s View

Meetings are always checked “public” unless otherwise stated.
Don’t forget to hit update!
Finance and Payroll

GESSY ALVAREZ-LAZAUSKAS
Associate Director, Budget and Operations
rga2030@columbia.edu
212-854-2389
Receiving Payment for Rapporteur Work

Work for a seminar meeting is considered complete when:

• The Attendance Record and Publication Policy Acknowledgement form with original signatures is dropped off at the Uni Sem office (ideally, promptly after meeting).

• The announcement and minutes for the meeting are uploaded to CourseWorks.

• Your Seminar Meeting Timesheet with your original signature and, if necessary, a chair’s signature is dropped off at the UniSem office.

• We strongly suggest you keep a copy of the timesheets you submit to our office.

(Drop-off boxes for Timesheet and Attendance Record are located inside the UniSem office)
Please Note

• If you report more than 10 hours of work per seminar meeting, a seminar chair must write a justification and sign the timesheet.

• “During the academic year, students may not work more than 20 hours per week at paid pursuits. University and academic holidays must be observed.”

• Teaching Fellows, DRAs, and Research Assistants usually receive payment as Added Compensation. Payment delays may occur because of appointment end dates.

• Inform Gessy Alvarez (ga2030@columbia.edu) of any changes in your employment status or personal information as this may also affect your payments.
Payroll and Tax Questions

• To view paychecks, go to: my.columbia.edu. Log in with your Uni, select Faculty and Staff, under Self-Service click “View Your Paycheck.”

• Contact the Payroll department with any payroll tax questions:
  http://finance.columbia.edu/content/finance-service-center

• For international students, visit the ISSO website:
  http://www.columbia.edu/cu/ isso/tax/
Seminar Meeting Timesheets

• You will submit a timesheet per seminar meeting. Timesheets are available at our website: http://universityseminars.columbia.edu/people/rapporteur-resources/

• On average expect to work 8-10 hours per seminar meeting.

• First-Year rapporteurs receive $20/hr. The date of your orientation is considered your first day of work.

• If you continue work as a rapporteur next year, you will receive $25/hr.

• For those who are with us four years and longer, your rate of pay will be $27/hr.
Seminar Meeting Sample Timesheet

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**University Seminars Timesheet for Seminar Meetings**

<table>
<thead>
<tr>
<th>Rapporteur Name: Gesenia Alvarez</th>
<th>UNI ID: ga2030</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Date: 8/20/2014 TO 9/10/2014</td>
<td>Seminar #: 423 - Organization &amp; Management</td>
</tr>
</tbody>
</table>

**Seminar Meeting Common Tasks**

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Hours</th>
<th>Minutes</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seminar web page updates (if any)</td>
<td>1</td>
<td>20</td>
<td>0.50</td>
</tr>
<tr>
<td>Email Correspondence re: meeting logistics, invitations, UniSem office, etc</td>
<td>1</td>
<td>1</td>
<td>0.50</td>
</tr>
<tr>
<td>Travel Arrangements (if any)</td>
<td>1</td>
<td>30</td>
<td>0.50</td>
</tr>
<tr>
<td>Seminar Meeting Day (setup, collecting signatures from seminar attendees, taking minutes, and returning AV to UniSem office)</td>
<td>2</td>
<td>15</td>
<td>0.25</td>
</tr>
<tr>
<td>Seminar Dinner (attendance and collecting dinner (and gift) checks from dinner attendees) (if any)</td>
<td>1</td>
<td>45</td>
<td>0.75</td>
</tr>
</tbody>
</table>

**Total Hours Worked:** 8.25

**Total Wages:** $165.00

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**Special Note:** Teaching Fellows, DRAs, and Research Assistants receive payment as Added Compensation. Payment delays may occur because of appointment end dates. If you have any questions regarding taxes, contact the CU Payroll dept directly at (212) 854-2122.

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**To Be Completed by Supervisor, Departmental Administrator or HR Manager**

<table>
<thead>
<tr>
<th>Prior Balance</th>
<th>PLUS Additional Time Earned (if any)</th>
<th>MINUS Total Used</th>
<th>New Balance (As of the End of the Current Pay Cycle)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NYC Sick Leave (Fiscal Year)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

As of July 1, 2014, Rapporteurs are eligible for paid sick leave at a rate of 1 hour for every 30 hours worked, up to a maximum of 40 hours in a year. This time must be taken in 1-hour increments. For more information on the NYC Sick Leave, please see the NYC Earned Sick Time Act Policy in the Administrative Policy Library at [http://policylibrary.columbia.edu/new-york-city-earned-sick-time-act](http://policylibrary.columbia.edu/new-york-city-earned-sick-time-act).

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**Precise Date:**

To obtain an electronic copy of this form, go to: [universitysems.columbia.edu/resources/forms-and-policies/](universitysems.columbia.edu/resources/forms-and-policies/)
To Receive Payment for Conferences

• If your seminar holds a conference, you may be asked to assist.

• To receive payment, keep track of hours worked. Submit a timesheet at the end of the conference.

• The University Seminars will pay up to 20 hours of rapporteur pay for a conference.

• Additional hours will be discounted from the funds allocated to the conference.

• Note: “During the academic year, students may not work more than 20 hours per week at paid pursuits. University and academic holidays must be observed.”
Go to the [Rapporteurs page on universityseminars.columbia.edu](http://universityseminars.columbia.edu/resources/forms-and-policies/). Look towards the bottom of the page for the Time Entry section for a link to the new timesheet.
Paperwork

• Required paperwork for all Rapporteurs is inside your folder. Please submit paperwork before leaving the orientation.

• 2015 Tax Forms are for **first-time** employees or previous employees with a change of address and/or marital status. Federal and New York State forms are required by Human Resources/Payroll. There are two optional forms for those declaring non-residency or exemptions.

• If you have an I-20, visa, and passport, I will need to make a copy before you leave.

• If you are new to the University and have not done so already – visit Kent Hall and fill out an I-9 form.

**Very Important: Specify today’s date as your Start Date on the I-9 form.**
Thank You and Good Luck!