The University Seminars
New Rapporteur Orientation

Welcome! Please enjoy the provided lunch.

Take a folder from the center of the table and fill out forms found inside your right-hand pocket. Forms will be collected at the end of the orientation.
Introductions
Welcome to The University Seminars!

A brief history...

ROBERT POLLACK, Director
ALICE NEWTON, Deputy Director
Important Things to Remember

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

• On our website, under “Guidelines,” 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 University Seminars 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.

• Policies and procedures are specific and are described online

• Honoraria and dues are forbidden by our charter
Rapporteur Responsibilities and Meeting Logistics

PAMELA GUARDIA
Seminars Program Coordinator
pfg2106@columbia.edu
univ.seminars@columbia.edu
212-854-2389
Rapporteur Responsibilities

We will be celebrating the life of

ROBERT L. BELKnap
(1929 – 2014)

St. Paul's Chapel, Friday, September 13th at 2pm. Reception following at the Faculty House.
Rapporteur Responsibilities
Rapporteur Responsibilities: Website

MEETING LOGISTICS

ROOM REQUEST FORMS
A Room Request form for a given academic year is emailed to all seminar chairs during the spring term of the previous year. Schedules must be submitted via this form. Information from this form is uploaded to our reservation database. Chair and rapporteur information is also updated in our database, website, and directory. The central office will contact a chair directly if any of the dates requested cannot for any reason be accommodated.

Initial dinner reservations are also requested in the Room Request form. See Meals for more information.

Seminars wishing to reserve Faculty House space should return the Room Request form rather than contact Faculty House directly. This will ensure that a) the room charge is made at the special rate, and that b) the University Seminars will be billed.

FACULTY HOUSE CANCELLATION POLICY
Seminars that are not cancelled with 30 days’ notice are subject to a room charge fee. Seminars cancelled within 2 weeks of the meeting date, will be charged the full event amount including room, meals, and wait staff.

Changes to your schedule must be sent to our office as soon as possible in order to avoid incurring any fees.

ARRANGING PARKING
Parking is available in the Engineering Terrace Parking Garage for anyone attending a University Seminar. The cost is $15 (invited presenters of the seminars park free of charge). Supply the following information to the University Seminars office at least 7 days in advance. Make checks payable to Columbia University, with the word “parking” and the seminar number in the memo line.

☐ Seminar Number
☐ Guest Name
☐ Parking Date
☐ Estimated Arrivals and Departure Times
☐ Car Make, Model, Color, & License Plate State and Number

FORMS

Announcement Template
Seminar Meeting Attendance and Privacy Policy Form
Speaker Acknowledgement Form
Meeting Checklist

Columbia University in the City of New York
THE UNIVERSITY SEMINARS

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

☐ There is no automatic funding. 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 reimbursement for travel-related expenses not arranged through our travel agent, contact Pamela Guardia (pfg2106@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 (pfg2106@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 Rapporteur 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 (pfg2106@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 $10).

☐ (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 Rapporteur) sign the Attendance Sheet.

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

☐ Return AV equipment to the University Seminars’ office.
Meetings

• At the start of the Semester:
  • Obtain and update email list. Upload list to DropBox.
  • Add univ.seminars@Columbia.edu to email list.
  • Reserve meeting space. Submit Continuation Confirmation Form to Pamela Guardia.
  • Update chair and rapporteur information. Check seminar webpage.
  • Understand your responsibilities for your particular seminar*

• In Advance of each Meeting:

1. Communicate with your Chair:
   • Confirm availability of travel funding
   • Know your responsibilities: announcement, speaker bio and travel, meeting logistics

2. Communicate with Guest Speaker, if any:
   • Will the guest need:
     – Travel Arrangements: hotel, air, train, car. 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, as needed
Meetings

3. Arrange travel accommodations directly
   • Submit guest travel request to travel agent directly, copying Pamela Guardia and John Jayo on all travel communication.
   • Make hotel accommodations. Submit confirmation to John Jayo.
   • Car service request forms submitted to Pamela Guardia.
   • Parking requests submitted to John Jayo.

4. Communicate with The University Seminars office:
   • Submit all travel confirmations.
   • Confirm meeting date, time and venue (even if meeting outside of the FH).
   • Send out announcement. Add univ.seminars@columbia.edu to email list. Upload announcement to CourseWorks/Canvas.
   • Reserve Audio-Visual equipment-no laptops.
   • Print and/or circulate materials for meeting.

Dinners:
   • For dinners held in the Faculty House:
     Provide catering order 10 days in advance, include any dietary restrictions. Update the day before if necessary.
   • Dinners outside of Faculty House are handled autonomously.
Meeting

- **On the Date of the Meeting:**
  - **Arrive Early**
    - Check lobby for meeting and dinner room assignments.
    - Check meeting space and dinner table for consistency.
    - Sign out Audio-Visual equipment with John Jayo. Test equipment.
    - Circulate *Publication Policy Agreement* and *Attendance Record*.
    - Circulate any handouts
  - **Record the Minutes**

- **Dinner:**
  - Rapporteur meal, speaker meal, and 2 bottles of wine are compliments of The University Seminars.
  - Collect dinner checks from paying members, fill out and sign envelope, and return to office after dinner.

<table>
<thead>
<tr>
<th>Checks:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checks may be made for dinner, additional wine, parking, or a donation to the seminar</td>
</tr>
<tr>
<td>Make payable to <em>Columbia University</em></td>
</tr>
<tr>
<td>Have <em>seminar #</em> and either ‘Dinner,’ ‘Wine,’ ‘Gift’ or ‘Parking’ written on the memo line</td>
</tr>
<tr>
<td>Dinner, parking and gift checks must be separate checks</td>
</tr>
<tr>
<td>Gifts are tax-deductible</td>
</tr>
</tbody>
</table>
Meeting

• After the Meeting:

  – **RETURN ALL BORROWED EQUIPMENT** to office in the tray labeled with your seminar number. Neatly coil wires, return projectors in the original cases. Return *everything* listed on sign-off sheet.

  – Return the filled out and signed dinner envelope.

  – **Original** Speaker Acknowledgement of Privacy Policy and Seminar Meeting Attendance and Privacy Policy forms must be submitted to the office

  – Upload the announcement and minutes to CourseWorks/Canvas.
Dinner Envelope

Seminar: _______________  Date: __________

Dinner Numbers:
Number of paying Dinner Attendees ($30.00/person): _________
Complimentary dinners (Rapporteur and Speaker(s)): __________

Wine Purchased:
Number of wine bottles purchased ($20.00/bottle): _________

Amount Received:
Total: $_____________  (Make checks payable to Columbia University)

Rapporteur Sign-off:
Rapporteur Name: ____________________________  Office: ______
Rapporteur Signature: _________________________  ______
Properly packed audio visual equipment
Audio visual equipment return
Travel Arrangements

**AVOID REIMBURSEMENTS:** By specific federal and university regulations, some individuals fall into a category which prevents them from receiving pay of any kind, including reimbursements. Do not offer guests reimbursements unless you have been given the express authorization of Pamela Guardia in advance.

- **Travel Funding must be secured in advance**
- **Air and train travel** are most typical. Requests/guest preferences are sent to Jackie Dash (jackieleonad@vwti.com) at Valerie Wilson Travel Inc.
- **Interstate bus, taxi, and subway** are arranged by the traveler and should be avoided whenever possible. Otherwise, these forms of travel require reimbursements.
- **Car service** replaces most local travel. Submit Car Service Request form to Pamela Guardia for reservation.
- **Parking** must be reserved no later than 3 days in advance. Submit request to John Jayo. Instructions are available on our website: [http://universityseminars.columbia.edu/resources/parking/](http://universityseminars.columbia.edu/resources/parking/)
- **Hotel Reservations:** The University Seminars works with a short list of hotels in the area. Preferred hotels and their rates are listed online: [http://universityseminars.columbia.edu/resources/booking-a-hotel/](http://universityseminars.columbia.edu/resources/booking-a-hotel/)
- Reservations should take no more than 5-7 minutes of your time. Tell the **IN-HOUSE** reservations desk that you are making the reservation for a guest of **The University Seminars** at **Columbia University**.
- Send folios and confirmations to John Jayo for payment authorization.
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 John Jayo or Pamela Guardia.
Reimbursements

AVOID REIMBURSEMENTS: By specific federal and university regulations, some individuals fall into a category which prevents them from receiving pay of any kind, including reimbursements. Do not offer guests reimbursements unless you have been given the express authorization of Pamela Guardia in advance.

- 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

**AVOID REIMBURSEMENTS**

**Which Expense Form**
- Yes
  - TBER (Travel & Business Expense Report)
- No
  - Non-CU Expense Report

**Which Tax Form**
- Yes
  - W9 (US citizens/permanent residents)
- No
  - W8-BEN (Foreign Nationals)

Is the payee an affiliate of Columbia University?

Is the payee a US citizen or US permanent resident?
Reimbursements: Tax Forms

Form W-2
Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding
- Section references are to the Internal Revenue Code. See separate instructions.
- Give this form to the withholding agent or payer. Do not send to the IRS.

Part 1
Identification of Beneficial Owner (See instructions)

1. Name of individual or organization that is the beneficial owner:

Type of beneficial owner:
- Individual
- Corporation
- Partnership
- Other

2. Permanent residence address, street, apt., or suite no., or rural route. Do not use a P.O. box:

City or town, state or province. Include postal code where appropriate:

3. Mailing address (if different from above):

City or town, state or province. Include postal code where appropriate:

4. U.S. taxpayer identification number, if required (see instructions):

5. Reference number (see instructions):

Part II
Claim of Tax Treaty Benefits (if applicable)

1. I certify that (check all that apply):
- The beneficial owner is a resident of
- The beneficial owner is a nonresident alien
- The beneficial owner is a foreign partnership, a foreign trust, or a foreign corporation
- The beneficial owner is a foreign property
- The beneficial owner is a foreign tax-exempt organization

2. The beneficial owner is not a U.S. citizen or other U.S. person, including a U.S. partnership, a U.S. trust, or a U.S. corporation.

Part III
Notional Principal Contracts

Part IV
Certification

The undersigned hereby certifies that:
- The information on this form is true and correct.
- I have a power of attorney from the beneficial owner that authorizes me to sign this form on his behalf.
- I have a power of attorney from the beneficial owner that authorizes me to sign this form on his behalf.

General Instructions
Section references are to the Internal Revenue Code unless otherwise noted.

Form W-9
Request for Taxpayer Identification Number and Certification
- Give Form W-9 to the requester. Do not send to the IRS.
# Reimbursements: Expense Forms

**TRAVEL & BUSINESS EXPENSE REPORT**

<table>
<thead>
<tr>
<th>DATE</th>
<th>DEPARTMENT</th>
<th>REIMBURSEMENT</th>
<th>TRAVEL DATE</th>
<th>TRAVEL OR BUSINESS</th>
<th>PERSONAL</th>
<th>MILEAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Employee Details**:
- **Name**: [Full Name]
- **ID**: [ID Number]
- **Address**: [Address]
- **Phone**: [Phone Number]

**Purpose**: [Purpose of Travel or Business]

**Expenses**:

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Location</th>
<th>Business Purpose</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

**Totals**:

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel</td>
<td>[Amount]</td>
</tr>
<tr>
<td>Business</td>
<td>[Amount]</td>
</tr>
<tr>
<td>Total</td>
<td>[Total Amount]</td>
</tr>
</tbody>
</table>

**Notes**:
- [Any additional notes or comments]

---

**Important Notes**:
- All travel expenses must be documented and submitted within 10 days of return.
- Business expenses must be documented with receipts and submitted within 30 days of purchase.
- All expenses must be reasonable and necessary for the purpose of the travel or business.

---

**Travel & Business Expense Report**

[Form Details]

---

[Form Instructions]

---

[Form Footer]

---

[Form Signature]

---

[Form Approval]

---

[Form Date]

---

[Form Revision]
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).

Meeting Date: ___________________
Seminar: ________________________
Full Name: ______________________
Home Address: ___________________
______________________________
______________________________
Email Address: ___________________
Telephone: ______________________
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: $__________
Forms Available at UniSem Office

- Reimbursement Forms
- Timesheets
- Seminar Meeting Forms
- AV Instructions
- Seminar Meeting Checklist
- Mailing Forms
The University Seminars Website

universityseminars.columbia.edu
Website Responsibilities:

1. Keep the office updated on schedule changes

The website is a tool for chairs and members. When you send out a meeting announcement, this information is updated in the schedule section by our office. Review the information on the site and keep us updated on any schedule changes.

1. CONFIRM INFORMATION

Confirm with chair(s) that the description and contact information are correct.
Web Pages for Seminars

Each page has a title, description, contacts, and a meeting schedule.

EIGHTEENTH-CENTURY EUROPEAN CULTURE

Founded
1962

Seminar Number
417

This interdisciplinary seminar hosts leading national and regional scholars who present works-in-progress that explore aspects of eighteenth-century European culture of vital interest and concern to the wider field of eighteenth-century studies. Like our guest speakers, our membership is drawn from a wide variety of institutions and disciplines: history, literature, philosophy, political science, music, history of science, and art, as well as national traditions. The Seminar’s offerings are eclectic, but from time to time our Seminar has hosted special events such as symposia on the 18th-century reception of Classical, Hellenistic, and Late Antique texts (2003) and the intellectual origins of freedom of speech (2007, 2008). Proceedings from the latter recently appeared as a collection of essays edited by former Chair Elizabeth Powers, Freedom of Speech: The History of an Idea (Bucknell University Press, 2011). Most recently, our Seminar has co-sponsored, with the Seminar on Early Modern France, a series of roundtables on new directions in eighteenth-century studies under the rubric of “Literature and History in Dialogue.” Past roundtables have been devoted to concepts of authorship (Fall 2010), eighteenth-century science studies (Spring 2011), and comparative colonialisms and orientalisms (Fall 2013). Our 2012-2013 program marks the Seminar’s 50th year in operation.

Past Meetings

Chair
Professor Kathleen Lubey
kathleen.lubey@gmail.com
When an abstract or speaker link is added to the meeting schedule, these links will appear.
Abstract

The abstract will open as a dedicated text box.

The claim that souls have no sex could already boast an impressive pedigree by the 1690s. Adapted by Augustine from classical philosophy and mobilized for feminist polemics by Christine de Pizan, Marie de Goumays, and François Poupin de la Barre, the argument that sexual difference applies only to unthinking bodies, not thinking minds, then gained traction in England through the writings of Mary Astell. But the idea was also popularized in the Athenian Mercury (1691–7), John Dunton’s pioneering question-and-answer periodical. The Mercury catapulted Elizabeth Singer Rowe (1674–1739), introduced in its pages as “The Pindarick Lady” but later rebranded as Philomela, to a literary fame that endured through the nineteenth century. Recent scholarship emphasizes the power of Rowe’s model for eighteenth-century politeness movements and social-reform projects. E. J. Clery, for instance, has read the poet’s involvement in periodical culture as an early stage in a campaign that promoted feminization as moral improvement. I propose, however, that in leaving the Mercury behind, Rowe broke from the sexless-souls position that Dunton had used to justify his attention to women’s writing and concerns. In poetry and letters written after her Mercury moment, Rowe increasingly theorized the soul as feminine and the body, paradigmatically the libertine body, as masculine. Seen this way, her enthusiastic desire to break free from the prison of embodiment takes on a critical edge. Instead of attaining some higher state of sexlessness, ascending to spirit could now mean becoming feminine.
The University Seminars uses DropBox as a one year repository for minutes and related materials from seminar meetings.

Each seminar has a folder on The University Seminar’s Dropbox account. You will receive an email invitation from DropBox to edit the folder associated with your seminar. Unless there is a different address on file, the email will go to your Columbia account. If you do not receive an invitation within one week of this orientation, please contact Summer Hart.
DropBox Folders

In your seminar’s DropBox folder, you will have the following sub-folders:

- Email List
- Meeting Documentation
- Meeting Forms & Guidelines
DropBox: Email List

The Email List folder is for your seminar’s benefit. The University Seminars office does not maintain nor archive individual email lists. We encourage you to update this list at least once an academic year to help ensure continuity between rapporteurs.
The Meeting Documentation folder is where you submit all minutes, announcements, and related files from a meeting. This does not include the speaker and attendance forms which are handed in to the office. We require minutes and announcements, but your speaker may agree to have their paper included as well. Handouts are optional.

Please note:

- All minutes and announcements are required
- We have a naming convention
- Save files in the correct format (PDF)
Meeting Forms & Guidelines

Please review/refer to this file.
# Meeting Forms & Guidelines

## Contents

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<td>6</td>
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<tr>
<td>Naming Convention</td>
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</tr>
</tbody>
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Digital Archive: Keyword Search

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

TO ACCESS THE ARCHIVE Use your UNI/password.
HIGHLIGHTS:
search within document, full screen, zoom in and out, scroll through pages, meta-data in side bar
Meeting Announcement

Seminar Number & Name:
Date: Time: Location:
Speaker(s):

Topic: Remarks:

Abstract:

Reply to:

Columbia University encourages persons with disabilities to participate in its programs and activities. The University Seminars participants with disabilities who anticipate needing accommodations or who have questions about physical access may contact the Office of Disability Services at 212.854.2388 or disability@columbia.edu. Disability accommodations, including sign-language interpreters, are available on request. Requests for accommodations must be made two weeks in advance. On campus, seminar participants with disabilities should alert a Public Safety Officer if they need assistance accessing campus.

Please remember to upload a PDF version of your meeting announcement to DropBox.
Seminar Meeting Attendance and Privacy Policy

Why do I need this form?
This is an acknowledgment that everyone in attendance has been made aware of the privacy policy of the seminar and that the minutes are considered closed or open.

Where do I find this form?
In the vestibule of our office or on our website.

Where do I submit this form?
Please return original forms to the University Seminars Office after every meeting.

PLEASE MAKE SURE OF THE FOLLOWING:

- The appropriate box is checked by the chair prior to collecting names and affiliations of attendees.
- The top part of the form is completed.
- Names and affiliations collected on this form are also in the minutes.
Meeting Forms

Return the completed ORIGINALS of these forms to the office after each meeting.
Why is this form important?
This is the speaker’s acknowledgment of the privacy policy of the seminar. The speaker may choose whether or not to include their paper in the archive.

This is a legal document.

Where do I find this form?
In the vestibule of our office or on our website, and in your DropBox folder.

Where do I submit this form?
Please return original forms to the University Seminars Office after every meeting.

MAKE SURE OF THE FOLLOWING:

- The chair and speaker sign.
- The top part of the form is completed.
- Yes or No is checked
Seminar Meeting Minutes

| Full Seminar Name and Number: | Some seminars have very similar names. Using both the seminar name and number helps identify the correct seminar. The University Seminars website ([http://universityseminars.columbia.edu/](http://universityseminars.columbia.edu/)) includes a sortable listing of current seminars numbers under “Seminars.” |
| Meeting Date and Location: | Day of the week, month, date, year, and location |
| Name and Affiliation of Speaker or Speakers: | It is important to use the speaker’s full name, title, and affiliation(s) in both the minutes and email announcements. The central office refers to this information when preparing copy for the annual Directory of Seminars, Speakers, & Topics. |
| Title of Meeting Presentation: | This is the title of the presentation as it is to appear in the Directory; if there is a discrepancy between the title given in the meeting announcement and the title listed in the minutes, the directory will use the latter. |
| Name of Presiding Chair or Chairs: | Full name of chair or chairs. |
| Name of Rapporteur: | Some seminars change rapporteurs over the course of an academic year. Putting the rapporteur’s name on the minutes will ensure that stipends are properly paid. |
| Names and Affiliations of Attendees: | List full names and affiliations. Use the “Attendance Sheet” as reference, but remember to hand the original in to the office. |
| 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. |

Minutes Template

You can use this template, or format on your own as long as all of the guidelines are followed.

Remember to convert your file to PDF...
File names contain all the metadata for library cataloging...

The University Seminars uses Dropbox as a one-year repository for minutes, announcements, and related materials from seminar meetings. Only rapporteurs have access to their seminar's folder on Dropbox. After the academic year closes, files are moved to The University Seminars' server. After five years, materials are made available to scholars through The University Seminars Digital Archive. It is the responsibility of the rapporteur to upload a PDF version of the meeting announcement and minutes for every seminar meeting. Additional materials, such as a background or speaker's paper or presentation are uploaded only if the speaker checks "yes" on the Speaker Form.

File Naming Convention

Rapporteurs must submit all files following The University Seminars I RBML naming convention, which the library uses to catalog and incorporate files into the archive. Please review the naming convention carefully before submitting files, as they must be named correctly to be accepted. The only approved file format is PDF.

The file content must be noted in the file name, using the following codes:

The file naming format is:[Seminar #].AY[academic year].[meeting date].[file content].pdf

- a = announcements
- e = email
- h = handouts
- m = minutes
- sn = speaker's notes
- sp = speaker's papers

Example: Minutes for Seminar #123, meeting on January 4th, 2019, would be named:

123.AY20182019.0104.m.pdf
GESENIA ALVAREZ-LAZAUSKAS
Associate Director, Budget and Operations

ga2030@columbia.edu
212-854-2389
Payroll Information

• Columbia University students may not work more than 20 hours per week at any on-campus employment, and University and academic holidays must be observed.

• Rapporteurs typically report an average of 6–10 hours of work per seminar meeting. If more than 10 hours of work per seminar meeting is reported, the seminar chair will be contacted to confirm the reason for the extra hours.
# Hourly Rate for Rapporteurs

<table>
<thead>
<tr>
<th>Service Year</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-Year</td>
<td>$20/hr</td>
</tr>
<tr>
<td>Second-Year &amp; Third-Year</td>
<td>$25/hr</td>
</tr>
<tr>
<td>Fourth Year</td>
<td>$27/hr</td>
</tr>
</tbody>
</table>
Payroll Direct Deposit

The University Seminars recommends that rapporteurs sign up for direct deposit. Please wait for your first paycheck before enrolling. Enrollment instructions are available at https://humanresources.columbia.edu/content/direct-deposit.
Payroll Deadlines for Graduate Student Officers

Graduate Student Officers: teaching fellows, DRAs, RAs, and other officers of the university receive payment as added compensation. Timesheets should be submitted by the 5th (for payment in the middle of the month) and/or the 20th (for payment at the end of the month). Payment delays may occur because of appointment end dates (usually mid-May for the spring and mid-December in the fall). Your academic department will need to approve all added compensation requests.
Payroll Deadlines for Casual Student Employees

Casual Student Employees are considered non-exempt. Reference the Payroll Calendar here: https://finance.columbia.edu/content/payroll-calendar.

Once added to the payroll system, casual student employees should expect payment about a week or two after submission date.
When is Work for a Seminar Meeting Completed

When the following happens:

• Meeting forms (see slide #41) are dropped off at the Uni Sem office.

• The announcement and minutes for the meeting are uploaded to Dropbox.
  – Sometimes chairs will ask to review minutes. **Do not delay your timesheet when this happens.**
  – Simply upload a draft temporarily to Dropbox. You can swap out the drafts later.

• Google Form Timesheet is submitted.
Google Form Timesheet

• Gesenia Alvarez (ga2030@Columbia.edu) will send you a link to the google form in an email shortly after you are hired.

• The timesheet is a questionnaire and easy to navigate. If you have any questions or concerns, email Gesenia.
**Typical Hours Reported**

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Meeting - correspondence, reservations, etc.</td>
<td>1 – 3 hours</td>
</tr>
<tr>
<td>Day of Meeting - setup, taking minutes, dinner, etc.</td>
<td>2 – 4 hours</td>
</tr>
<tr>
<td>Post Meeting - delivering minutes, announcements, and meeting forms to UNISEM office, etc.</td>
<td>1 – 3 hours</td>
</tr>
</tbody>
</table>

*Sometimes you may be asked to work a couple of hours extra. If we find that you are consistently going over 10 hours per seminar meeting, your chair will be contacted and a justification will be requested.*
Additional Timesheet Information

• The two hours for the orientation and any summer hours you may have worked should be included in the first timesheet. This means your first time sheet is expected to go over 10 hours.

• The payroll department requires that student casuals report time worked on a timely basis. Payroll will drop students from the system if there’s a prolonged period of inactivity. When this happens we have to re-process paperwork. collect hiring paperwork once again.
International Students

• Be mindful of the dates on your I-20 and student visa. You are not allowed to work past these dates unless you receive an extension. Any changes to your student or immigration status must be reported to our office and to the I-9 office at Kent Hall immediately.

• Example, if your I-20 expires on 5/17/2017 and you’re 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.
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. You may be asked to work the day of the conference or for a period of time. For those working for a period of time on conference logistics, you must report your hours on a regular basis, at least once a month by submitting a conference timesheet.

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

• Report your hours via the Google Form Timesheet.
Other Resources

• To View Your Pay Stubs on the Web
   You can view your pay stubs via the https://my.columbia.edu/portal. Simply log in with your UNI and password, and click on "View Your Paycheck" under Faculty and Staff, Self-Service. If you scroll to the bottom of a particular check you will see if the check is live or direct deposit.

• For More on Tax and Withholding Information or to receive your W-2: Contact the Payroll department directly at (212) 854-2122.

• For International Students with questions regarding taxes on wages, etc.: https://isso.columbia.edu/content/taxes.
Thank You and Good Luck!