



**GRADUATE & PROFESSIONAL  
STUDENT SENATE**

Exec Meeting Minutes

*October 04, 2017 | HUB 303*

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**Members Present**

GPSS President Soh Yeun (Elloise) Kim  
GPSS Secretary: Giuliana Conti  
GPSS Vice President of External Affairs: Tori Hernandez  
GPSS Treasurer: Brad Copenhaver  
GPSS Executive Senator: Grant Williamson  
GPSS Executive Senator: Laura Taylor  
GPSS Executive Senator: Michelle Brault  
ASUW Director of Internal Policy and the Liaison: Bo Goodrich  
HUB Director: Justin Camputaro  
Assistant Director of Student Activities: Renee Singleton  
Compliance Officer, Office of Public Records: Meg McGough

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**Guest**

**5:30 PM**

**Meg McGough:** Reports that in 1972, Washington State enacted both the Public Records Act and the Open Public Meeting Act to assure citizens of state transparency and access to government. The Staff of the Office of Public Records and Open Public Meetings oversees the university's compliance with these two important laws: Public Records Act and Open Public Meetings Act. In 1975, the University of Washington had its first law suit about the Public Records Act. UW faced many law suits since then. The Legislature then passed law about violations of the Open Public Meetings Act. In 2016 the Legislature passed a law and first act of violation by an individual was charged a \$500 fine and the second time was charged a \$1000 fine. GPSS is the governing board that makes rules and policies. Everything that is done is subject to Open Public Meetings Act. Any of the GPSS committees are also subject to Open Public Meetings Act. A meeting is anytime there is a quorum and it can be physical or online or telephonic as long as the public have access to it. If there is no quorum, then there is no Open Public Meeting. GPSS really needs to pay attention to two types of meetings. They are the Regular Meetings and the Special Meetings. All

meetings in Fall are Special Meetings because they are to be included in the schedule that will be sent to the Advisor that is published in the Washington State Registry. So, GPSS will have to sense the notices on Special Meetings. The Office of Public Records and Open Public Meetings will seek out the schedules for Regular Meetings from GPSS through a letter.

**Elloise Kim:** Says that GPSS hasn't received any reminders of letters seeking out the schedules of communication. Asks who would be the point of contact to check on that.

**Meg McGough:** Clarifies that she herself would be sending the letters to GPSS. The letter contains a format that GPSS will have to fill out with details (date, time and place) of the regular meetings that will be conducted during the year which should be sent to Meg McGough and the that will be sent and published in the Washington State Registry. The agenda for the Regular Meetings should be posted on the website. The minutes of all those meetings should also be made public on website.

**Giuliana Conti:** Asks if the Diversity committee which is under the jurisdiction of GPSS will also have to follow all of the same steps?

**Renee Singleton:** Says yes.

**Meg McGough:** States, For the agenda for Regular Meetings, there can be as many things as they want that they can include. For Special Meetings too, the agenda and the minutes have to be posted on the website and must reach them 3 days prior to the meeting. The Agenda for Special Meetings cannot be vague and must follow as they are. Any additions thereafter or deletions will be considered non-compliant and it's not allowed. Anything that happens in a Special Meeting is a Special Meeting. Any of these meetings can have Executives sessions similar to ASUW and they have to be mentioned on the Agenda and the time must be followed as mentioned on the agenda. If the Executives session needs to be extended, they will have to go to make the motion and say that the Executive session needs to be extended. If there are minutes taken at those Executive sessions, they are subject to the Public Records Act. It is strongly recommended not to take minutes at Executive sessions.

All actions that include discussions, public input is considered as action in Open Public Meeting. If there is voting, it has to be done in public and not in private and it has to be recorded.

**Michelle Brault:** Asks if the Executive/Senator meetings can be considered as Special Meetings?

**Meg McGough:** Clarifies that all meetings in Fall are Special Meetings because they are included in the schedule that will be sent to the Advisor that is published in the Washington State Registry.

**Giuliana Conti:** Asks about the Diversity Committee meeting that's coming up and does not involve any money in it and if it still falls under the purview of quorum, agenda etc.?

**Elloise Kim:** Shares that Diversity Committee is not part of the Bylaws and is thus flexible. They are adjustable depending upon the purpose and goals set by the committee members and the Chair. Therefore, when it comes to this committee and following rules, it is not bound by them.

**Michelle Brault:** Asks if the rules count only when a meeting has a quorum that's necessary?

**Renee Singleton:** States that for a committee like Science and Policy, it falls inside the constitution of Exec Senator as per the Bylaws and the rules does not count as this committee do not allocate money.

**Meg McGough:** Shares that the law is applicable to agencies across Washington and these are applicable to all possible regions however, there are possibilities that may not be applicable to committees who make a lot of decisions too within the constituents.

**Giuliana Conti:** Asks if they are in the office and there is an Exec Senator and all officers are present too, if that will be technically considered a meeting and if yes, if the minutes have to be recorded.

**Meg McGough:** Clarifies that Open Public Meetings are supposed be those where meetings are not supposed to be held if there is a quorum of the Board. Small talk and little discussion is fine but if they start discussing business, then it is considered a meeting. If it is GPSS business, then it is a meeting. One must be aware of the situation.

**Elloise Kim:** In the interest of time, asks if there is any key information that she would like to share.

**Meg McGough:** Requests everyone to undergo the training. Email her directly for any further questions.

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## 1. Call to Order

5:52 PM

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## 2. Approval of Agenda

5:52 PM

**Giuliana Conti:** Approves the agenda  
**Grant Williamson:** Seconds

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## 3. Senate Meeting Structure

5:53PM

**Elloise Kim: Reports that she** added Senate Meeting Structure to the agenda since there was no agenda of proposal coming from the Exec. It's a continuation of the conversation. There was a confusion when the PR office wanted to come to the meeting when they were not part of the agenda. It's great that Meg came and thus gave us some clarity and information. Senate and Exec meetings in Fall will be considered Special Meetings. Meetings in Winter and Spring schedules were submitted last year and somehow Fall meeting's schedule was not sent out. Therefore 9

meetings from this quarter will be Special Meetings. Information last year included on the roles and duties of Senators etc. So, for this year, she opens the floor for discussion to adhere to compliance with respect to agenda.

**Giuliana Conti:** Suggests that as far as for the Special Meetings this fall is concerned, sending out an agenda that says new business and old business in the sake of transparency, it would be great if the following were shared - rules for public records, what happened and which is why the agenda will address those that are commonly dealt with during Senate.

**Bo Goodrich:** Suggests that there can be a broad agenda but can keep filling into the broad topics like sub headings.

**Elloise Kim:** Invites more ideas.

**Grant Williamson:** Suggests sending broad agenda to the PR office and sending detailed agenda when shared with Executive Senators.

**Giuliana Conti:** Suggests that within the PowerPoint the order could be allocated and the respective people can add to their respective slides with more details of what they want to address. That will also help manage time and can also be shared with Senators before the meeting. That way people get the information they look for.

**Elloise Kim:** Agrees and adds that PowerPoint is more flexible and can be edited even during meetings.

**Grant Williamson:** Suggests doing what Renee recommended ASUW.

**Justin Camputaro:** Clarifies that PR office is only asking GPSS to be compliant and one does not have to be afraid of being held accountable. They are particular about policy and budget allocations when GPSS is making decisions and it's just making sure that everyone had the opportunity to support the generic rules and as long as the records are being made public, which GPSS does, then there is nothing to worry.

**Elloise Kim:** Recommends cooperating with OPMA. Invites recommendations on how to handle Good of the Order. If it should be there at all.

**Brad Copenhaver:** Suggests having it for the upcoming Senators meetings and then re-evaluate.

**Michelle Brault:** Recommends having it in the compliance part because if the Senator does have to add something then it covers Exec Senators for that.

**Grant Williamson:** Suggests following the Agenda – Guests, Old Business items and New Business and Community Updates including Officer Reports at the last; send the agenda to OPMA and post ahead of time on the website. Also recommends keeping the agenda as broad as possible.

**Elloise Kim:** Asks suggestions on how many Guests to be called for meetings during the year (11 opportunities), per meeting and what time they should be allocated.

**Grant Williamson:** Shares that Guests sometimes overkill the meetings, however, there are few valuable ones that can be invited. So, suggests about 5 of them including Student Legal Services, Counseling Center but not for every meeting.

**Giuliana Conti:** Agrees and highlights that she would not want to distract people from the potential Senate Body.

**Grant Williamson:** Suggests being tighter on the time when Guests are invited and not allow them to go overboard. They have to be informed about the time limit beforehand and enforce it when the guests are at the meeting.

**Michelle Brault:** Shares that while it's important to get people to stick to time, it's also important that when people are invited, it helps establish the connection.

**Laura Taylor:** Suggests having limited guests too.

**Elloise Kim:** Shares that sometimes GPSS is asked to have some guests even if they don't want to.

**Laura Taylor:** Suggests that giving the audience a clear idea ahead of time why the guests are invited will help give a clear picture and know what to expect.

**Justin Computaro:** Clarifies GPSS represents Grad and Professional Students and part of being that is that they are the voice of students. So, whether the students like the topics or not, sometimes guests and certain committees/departments want to know the opinions of the Body that represents the students. So, it's the Senators' responsibility when someone wants the voice, they are the ones that are turned to. So, it goes back to training the Senators to recognize the purpose of GPSS and the types of conversations that they are going to have.

**Grant Williamson:** Shares that having those people who come and ask for a forum is really important to the administration. It's required to be very deliberate in who else are to be accepted or invited to speak in that it's furthering the mission of the Senate and the goals for the year. The question and answer times tend to get very specific questions that are not of interest to the whole Senate and so it's important that the time is controlled to have a specific presentation time and then unless it's a speaker who very clearly needs a forum to talk back and forth; one example would be the campus planning which had a good forum to have a question and answer section but a Student Legal Services where information can be found online can be asked to stick around for five or ten minutes after and cover specific areas.

**Elloise Kim:** Confirms that it is valuable to have guests, they need to be specified the time limit, and share their purpose of visit in advance.

**Michelle Brault:** Recommends requesting guests to bring business cards or some kind of takeaways that has contact info and can be reached out.

**Giuliana Conti:** Suggests allocating time to each guest differently based on the value of information and those that can be found easily online can be given 5 to 10 minutes to present and others who might have questions back and forth, can be given longer duration of up to 15 minutes. If its informative it can be short and if its deliberated, it can be for long.

**Elloise Kim:** Requests to share the list of Guests that they want to have for the meetings. She already has Anna Marie Cauce on her list along with Jerry in Winter and Fall.

**Michelle Brault:** Shares that last year in Spring quarter she had talked to the one who is in charge of Undergrad Research Symposium. They have several resources that the grad students can use to find undergrads to work in labs or on their research and she wanted to present at the Summit. If it's informational, suggests having her for 5 minutes and Q&A for 5 minutes. Volunteers if everyone agrees, she would reach out to them and invite over.

**Elloise Kim:** Shares that inviting UWPD as one of the first guests given the recent tragedy in Las Vegas and people would have a lot of questions about safety on campus, gun laws etc.

**Grant Williamson:** Suggests if it's a deliberative one or an administration person, and if it's informational, both can have five minutes with no questions.

**Elloise Kim:** Seeks recommendation for the order of guests to be invited.

**Giuliana Conti:** Agrees to share the list soon.

**Michelle Brault:** Recommends having someone from Student's Tech.

**Giuliana Conti:** Also suggests having Ricky Hall.

**Elloise Kim:** Seeks recommendation for Denzil Suite, UW vice president for student life who had earlier presented on the services offered by Student life.

**Brad Copenhaver:** Shares that it is important to have Denzil Suite.

**Elloise Kim:** Seeks recommendation for Counselling Center.

**Grant Williamson:** Suggests having Counselling Center with UWPD and giving them 5 minutes each.

**Giuliana Conti:** In continuation of the conversation that happened last year with respect to police presence on campus, suggests having conversation with UWPD outside of Senate where people could have more interactive time.

**Elloise Kim:** Shares that there was supposed to be an open house for students which was canceled indefinitely

**Giuliana Conti:** Suggests asking Simon and the community engagement team to create an event specifically for graduate students who would be open to that considering the conversations they have already had. Because especially for graduate students, might have families that live on campus.

**Elloise Kim:** Shares that there are already 11 people but can be flexible. Goes on asking about having Student Regent member again although the response was low last time. But when there were common meetings that they had attended the Regent member had loads of good things to talk about GPSS.

**Laura Taylor:** Shares that of all the Guest Speakers Student Regent was the most relatable as it helped put a face to the name and helped build better connection. It can be an information session with a 5 minutes slot.

**Bo Goodrich:** Agrees adding that GPSS might gain a lot out of these guests.

**Grant Williamson:** Suggests that it will be helpful if they can share what GPSS's goals are for the year that will prompt them to have a more structured conversation.

**Bo Goodrich:** Shares that he has to teach people what ASUW is and most people don't understand or grasp how Student Government works.

**Giuliana Conti:** Volunteers for consistency sake to ensure one message or the same message is conveyed and since she has already been doing that for few weeks, she would be glad to take up the ownership **of one message for all.**

**Michelle Brault:** Asks if Al Mead from Diversity is also on the list. Suggests having Al Mead with Ricky Hall.

**Elloise Kim:** Agrees. Shares that she would reach out to the contacts and try to bring them in.

**Bo Goodrich:** Suggests inviting questions beforehand online and picking up to 3 questions that can be addressed at the meeting and those that don't get picked can talk one-to-one with the Guest post the meeting. That way the questions asked can be controlled, time can be limited and questions that maybe applicable for broader audience will be addressed. Audience can also up vote the questions.

**Giuliana Conti:** Suggests Google Survey. Benefit would be that communicating why GPSS is making the decision essentially on behalf of the Senate body to streamline the Speakers to contain it a little bit more so that there's more time for action within the Senate meetings.

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#### 4. Setting the Meeting Agenda

6:38 PM

**Elloise Kim:** Asks if the agenda for Senate meetings would be in the same order as last years. Introduction of Officers with two minutes pitch for each.

**Laura Taylor:** Asks if there is a visual way to do the introductions.

**Michelle Brault:** Shares that it was discussed that Executive Senators talked about sharing their introductions along with their roles and responsibilities and contact information.

**Grant Williamson:** Suggests formalizing beyond introducing selves. All of the new senators who haven't had previous experience with GPSS, an Executive Senator can be assigned. and also have formal documents to give them which will have information of the constitution, the Bylaws, the expectations.

**Giuliana Conti:** Asks if there can be a new parliamentarian who can benefit from the position who can not only probably do a better job but would also maybe get a line on their C.V. for it and some experience. Opens up a discussion.

**Elloise Kim:** Suggests having someone from the Judicial Committee members who can take up the role. The purpose of having one last year was because people feel intimidated about the motion. A short demo would help.

**Giuliana Conti:** Volunteers to share a short video on Parli Procedure.

**Bo Goodrich:** Suggests a 5-min training on Parli Pro. Volunteers to share what ASUW does – has a practice meet for legislation, handout a Parli Pro cheat sheet.

**Grant Williamson:** Suggests All that like that seems critical to do but trying to jam that into this may be scary time wise. So, suggests doing a much more detail parliamentary procedure thing next meeting once everyone is oriented and get connected to the right people and in the loop and then show them how to do everything correctly.

**Michelle Brault:** Reports that it was discussed earlier about doing exactly that for help with resolutions of doing a mock resolution which would be a marker for a second meeting.

**Bo Goodrich:** Suggests 10 minutes to educate Parli pro.

**Grant Williamson:** Proposes moving it entirely to the second meeting.

**Elloise Kim:** Recommends 5 minutes and providing cheat sheets behind name tags and give an extended introduction in the following meeting. Asks what about Duties of Senators.

**Grant Williamson:** Suggests more of an introduction and spend majority of that time in Break-out sessions.

**Giuliana Conti:** Asks what the other Senators would do during that break-out session

**Grant Williamson:** Suggests Senators to join the Exec Senators at the breakout session and use it as a bonding exercise.

**Elloise Kim:** Suggests that there will be at least 40 to 50 people coming in. Each group having 8

to 9 members can be taken over by Officers too and allocates 10 to 15 minutes for the session where the roles of the Execs can be conveyed and their expectations.

**Tori Hernandez:** Shares that 15 minutes will be long if there are plans to share documents that will also have similar information.

**Laura Taylor:** Suggests having a slide of information on duties and call out for questions to Exec Senators so that the group sessions can have individual questions that can be addressed.

**Giuliana Conti:** Asks how the break-out session would help particularly the returning Senators.

**Michelle Brault:** Shares that they can help the new Senators.

**Grant Williamson:** Adds that it will also help connect more people and bring them closer to Senate right from the start. Suggests assigning all new senators to a specific person who would be the point of contact throughout the year if they want to reach out to someone from the Exec Senators. And the returning Senators can choose the group they want to be with especially with someone they don't know of.

**Elloise Kim:** Agrees and sees it as a long-term project.

**Michelle Brault:** Requests Giuliana to make those groups and send them out along with the Agenda. It might also get more people to come.

**Giuliana Conti:** Seeks permissions from the Exec Senators to put in their email ids as well.

**Elloise Kim:** Confirms the Agenda- Call to order, Approval of agenda, Approval of minutes; Old Business; New Business - GPSS officers introduction (10 minutes), Duties of Exec Senators (one of them to explain the roles and set expectations for 15 minutes including the Break-out session), Exec Senator opening to be announced (5 minutes), Parli Pro (5 minutes), Judicial Committee election (10 minutes), GPSS Liaisons (5 minutes); Community Updates- Officer Reports( 10 minutes), Announcements (5 minutes), Adjournment (1 minute)

**Michelle Brault:** Shares that it's important to be highlighted that the Judicial Committee is going to have something throughout the year.

**Giuliana Conti:** Seeks people's permission to bring up a little bit of what happened last year without going into details to make clear the importance of Judicial just to say when the time came that it was really important for them to be there it would have been great to have them their act be more active yet because there are requirements in our bylaws about when things have to be responded to and acted on that and so that way in joining a committee.

**Grant Williamson:** Seeks clarification if Judicial Committee members are not allowed to serve our committees that are in the Bylaws or are they allowed to serve on Diversity and Science and Policy Committees. It needs to be clarified to the Senators for sure to clear out confusion that they can't serve on F&B, Elections and Travel Committees.

**Brad Copenhaver:** Announces the joining of his new staff.

**Brad Copenhaver Exits.**

**Tori Hernandez:** Asks if they want her to prepare a one-pager for Duties of the Senators for each Officer.

*Everyone votes for Yes.*

**Elloise Kim:** Requests Giuliana to share the PowerPoint with all the information too.

**Grant Williamson:** Asks if the copies of Bylaws and Constitution can be planned too that can be handed over to the new Senators.

**Laura Taylor:** Recommends a Bylaws Pop Quiz after two weeks for Senators.

**Bo Goodrich:** Asks if there are plans of introducing ASUW Board of Directors.

**Elloise Kim:** Shares that she would introduce ASUW broadly but not individual persons.

**Laura Taylor:** Asks if there will be announcement of other committees.

**Elloise Kim:** Shares that Committees that are unpopular will be mentioned again.

**Bo Goodrich:** Questions on Officer Reports. What information about ASUW and GPSS would be appropriate for him to give away and how often?

**Giuliana Conti:** Recommends doing that every week.

**Elloise Kim:** Motion to approve the Agenda

**Michelle Brault:** Approves

**Grant Williamson:** Seconds

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## 5. Executive Senator Reports

**7:20PM**

**Laura Taylor:** Nothing to Report

**Michelle Brault:** Nothing to Report

**Grant Williamson:** Reports that the Science and Policy Committee is meeting at four pm on Friday at the GPSS office and still trying to decide whether we're going to split into three groups or stay as a single entity and that will be based on attendance at the first meeting.

**Tori Hernandez:** Asks if they are three separate groups?

**Grant Williamson:** Clarifies that there are three groups which will still be under Science and Policy Committee.

**Elloise Kim:** Asks if it can be advertised on Facebook.

**Grant Williamson:** Responds with a Yes.

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## 6. Officer Reports

7:25 PM

**Bo Goodrich:** Reports that GPSS and Execs have two protected seats in the ASUW Senate. One seat has been publicized. Also wants one seat on Senate Steering which tells what the Senate does

**Tori Hernandez:** Reports that Husky sunrise had 680 students who attended the annual welcome breakfast. Also shared the profiles of the Officers along with what they do. Fall Social is one of the future events and the theme is Elections. Streamlining feedbacks from Exit surveys. GSE committee will be meeting frequently but whenever Science and Policy or Diversity Committee is not meeting so as to avoid overdose.

**Giuliana Conti:** Reports that GPSS presented to roughly 1500 new graduate students and about 45 departments. Also, Diversity Committee is meeting on Friday before Senate even starts. It's been advertised really well. UWPD, UCC Theatre will be coming. People already have ideas. Invited Ricky Hall. Hired a Creative Director who is amazing.

**Elloise Kim:** Reports that Liaison application program had around 35 responses. Certain committees are preferred over others. Posting staff application soon. Two Staffs needs to be hired. Provost search is ongoing. Recommends everyone to attend the public meetings. There are budget cuts that we are facing now. But Student life has promised to ensure that we will be granted sufficient funds. One concern in child care. In touch with students in Family housing. Their concern is around Safety issues and are in communication with HFS. Amy Hawkins who is on the University Child Care Advisory Board had recently shared that there is no urgent agenda that the committee is going to work on. So, the committee would not meet more than one a year. However, there are recommendations on providing space for child care. Yet to arrive at how the decisions are made and it is a huge concern.

In terms of advertising, suggests advertising more about what GPSS does to more students.

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## 7. Announcements

7:50PM

**Michelle Brault:** Lifewise hasn't updated any records for this quarter. So if one goes to a pharmacy with prescription, they will be told that there is no insurance. It is an issue that had to be shared.

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## 8. Adjournment

7:52PM

**Giuliana Conti:** Moves motion to adjourn  
**Michelle Brault:** Seconds

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