



## Graduate and Professional Student Senate

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### Executive Meeting Minutes Session 13

JAN. 20, 2016 / HUB 303

#### ***Members Present:***

GPSS President Alex Bolton  
GPSS Vice President of Internal Affairs Monica Cortes Viharo  
GPSS Treasurer Kerstin Hudon  
GPSS Secretary Soh Yeun (Elloise) Kim  
GPSS Executive Senator Erin Firth (via Skype)  
GPSS Executive Senator Yasmeen Hussain  
GPSS Executive Senator Joseph Telegen  
GPSS Executive Senator Jennifer Kirk  
ASUW Director of Internal Policy Noe Merfeld

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#### **1. CALL TO ORDER: 5:35 pm**

#### **2. APPROVAL OF THE AGENDA**

**Yasmeen Hussain** moves to approve the agenda.

**Elloise Kim** seconds.

Seeing no objection, the agenda is approved.

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#### **3. APPROVAL OF MINUTES**

**5:36 pm**

**Monica Cortes Viharo** moves to approve the minutes.

**Jennifer Kirk** seconds.

Seeing no objection, the minutes of the January 6<sup>th</sup> Executive Committee meeting are approved.

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#### **4. STF CLICKER PROPSOAL**

**5:36 pm**

**Yasmeen Hussain** shares an update on the STF clicker proposal. ASUW has expressed similar struggles as the GPSS with software development, so ASUW and GPSS will submit a joint proposal to STF for software development. This will ideally lead to a stronger proposal and an increase in funds. They will need to find a software developer who can come up with two different versions, since ASUW wants their website to remain unchanged. STF looks favorably on projects that employ students, so it would be ideal to have a computer science student or a graduate student working on this project. The application is due Friday January 29<sup>th</sup> and has to be signed off on by administration.

Yasmeen will remove herself from the proposal and serve as a consultant because she is on the STF committee. Joe and Erin will take over.

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## 5. GPSS AS COLLEGE COUNCIL FOR GRADUATE SCHOOL

5:42 pm

**Alex Bolton:** Provost Advisory Committee for Students (PACS) that advises the provost on the budget, has led to the development of additional college councils for various departments. They thought it might be good to have a college council for Graduate School as well, so the administration is getting continuous input from this students as well. The GPSS can work to ensure budget needs align with the priorities of graduate students in general.

Q & A (answered by **Alex Bolton**)

•**Elloise Kim:** If the GPSS works as a college council for the Graduate School, who will serve as the student members?

•A: The additional role would require members of the GPSS Executive Committee to partake in the new council if it is formed.

•**Monica Cortes Viharo** asks whether the GPSS's role would be primarily advisory.

•A: Yes, the GPSS would ask the Graduate School to explain their budget like why they have prioritized what they prioritized, and ensure these priorities to be align with the needs of the majority of graduate students.

•**Yasmeen Hussain** questions the amount of time this role would require. She would not want the GPSS Executive Committee to do poor advising because they already have so many other responsibilities going on.

•**Monica Cortes Viharo** adds since it seems that other college councils have various ways of running, the GPSS could set up their role in a manner most beneficial to them.

•**Joseph Telegen** ask how often Bryan Namba attended meetings with the Graduate School last quarter.

•A: He is unsure of how regularly they met, but the GPSS is expected to attend their meeting.

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## 6. ATTENDANCE

5:54 pm

**Elloise Kim:** The GPSS Bylaws do not contain any language regarding how frequently the GPSS Senators have to attend meetings, other than saying they must attend two meetings per quarter while one of the two can be attended by a proxy. Therefore, there seems to be a wide range of understandings regarding attendance requirements. While the requirement is not demanding, they are Senators who seem to be negligent about their duties. To come to the point, she makes the following recommendations, in short:

(a) Senators' participation at each meeting must be longer than 45 minutes to fulfill attendance credit.

(b) Senators cannot serve as a proxy for another sitting Senator from the same program,

department, or school.

(c) When a Senator is unable to attend meetings due to schedule conflicts, one may either retire temporarily or designate a quarter-long proxy.

- **Jennifer Kirk** shares that requiring them to designate a proxy may feel like punishment for those Senators who are unable to find a replacement because of disinterest.

- **Elloise Kim**: Rather than being a punishment, this policy actually gives more options to Senators who cannot regularly attend by allowing them either a) to have a quarter-long proxy instead of having an one time proxy that the Bylaws allows, or b) to retire for a quarter only than permanently if they cannot find someone.

- **Yasmeen Hussain** suggests switching the order of two options, so that it would encourage Senators to find a proxy rather than retiring temporarily.

- **Yasmeen Hussain** asks about the process of removing Senators.

- **Elloise Kim** sends an email to those Senators who have not attended meetings sufficiently reminding them of how many meeting are left in the quarter to meet the attendance expectation. If they do not show up again in the follow meeting, she sends another email that explains their non-compliance with the Bylaws. She makes a recommendation of having a proxy in case they cannot make to meetings themselves due to a schedule conflict. If they are absent again, she would send a final warning email. When Senators express a very strong will to continue to serve at the Senate, she communicates with them to learn the circumstances of their recent long absence and makes sure that they are back firmly. If someone continues to be absent without an understandable reason and without any good communication with her, the Senator then will be removed.

- **Joseph Telegen** suggests having an attendance policy that freezes Senators' voting privileges until they show up again as an alternative to a removal.

- **Elloise Kim** and **Alex Bolton** point out that that method would be difficult to execute, as the Senate does not have any technology at this point to know who votes for or against besides of hand counting.

- **Jennifer Kirk** asks what the policy is if a Senator expresses s/he is having a difficult time and needs to take the quarter off and how such a situation is assessed.

- **Elloise Kim** says that such understanding is totally possible at the discretion of the Secretary. Keeping the policy language ambiguous therefore does work in favor of those Senators who are actively communicating about their conflicts and want to keep being a part of the GPSS.

## 7. ATTENDANCE POLICY

6:14 pm

The Executive Committee works together to make friendly amendments and clarifies some language of the memorandum Elloise created regarding the GPSS attendance policy. (See Attached)

**Joseph Telegen** moves to pass the attendance memorandum.

**Yasmeen Hussain** seconds.

## 8. GPSS RELATIONSHIP WITH UW TACOMA AND BOTHELL

6:29 pm

**Alex Bolton** shares that the Graduate School is responsible for graduate students on all three campuses, not just Seattle. They are used to interacting with UW Seattle, but they would like to have a mechanism of interacting with all three campuses, such as the GPSS. The GPSS needs to determine whether they want to be a tri-campus organization. He is currently envisioning ASUW-T and ASUW-B appointing liaisons who would attend and speak at their Senate meetings. It could evolve naturally from there.

• **Elloise Kim** asks how big the population of graduate students on these two campuses is. This may dictate how they approach the issue.

• **Alex Bolton** answers that UWT has 694 graduate students and UWB has 530 graduate students.

• **Yasmeen Hussain** expresses concern that the GPSS would not be a good representation of all three campuses.

• **Jennifer Kirk** agrees both those campuses have a very different student body than the Seattle campus, and suggests the formation of their own council rather than having them join theirs.

• **Rene Singleton** suggest inviting students from these campuses up to attend our meetings. This could empower them to start their own organization modeled after the GPSS.

• **Elloise Kim** believes the best practice would be similar to what happened on the Seattle campus. ASUW came first, and then the GPSS emerged. The current ASUWT & ASUWB could have a graduate student subcommittee or council and then let it grow into a separate Senate on their respective campuses.

**Alex Bolton** appreciates the committee's feedback. He will bring the topic back in the future with Kelly again.

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## 9. GPSS EXECUTIVE LIAISON APPOINTMENTS

6:34 pm

**Austin Kinney** shares that there are many Evans School students interested in GPSS executive liaison positions, but they would like to have other students involved as well. The open positions are listed on the GPSS website. There is a possibility of assigning more than one student to a position, so he encourages students to inquire about all positions, even those that already have an executive liaison appointee listed.

**Jennifer Kirk** expresses difficulty reaching out to departments for more information regarding open positions. She suggests compiling a list of positions and descriptions to distribute to interested students.

**Elloise Kim** suggests updating website links with the current executive liaison and a position description. She also recommends sending an email to executive liaisons toward the end of this year asking which members are planning on returning the following year to prevent a delay. This would provide the GPSS with a list of open positions earlier and allow for better advertising.

**Austin Kinney** has been contacting the previous committee chairs to determine whether they are still active and if so, what they have been up to.

**Noe Merfeld** volunteers to provide the committee descriptions for those positions with ASUW representatives.

**Yasmeen Hussain** moves to approve appointments  
**Joseph Telegen** seconds.

New executive liaison appointments are passed. See the following list:

Marsha L. Landolt Distinguished Graduate Mentor Award  
Bryan Namba, Evans School of Public Policy and Governance  
Tiffany Woelfel, School of Social Work

Encampment Protocols Group  
Kames Moscehlla, Evans School of Public Policy and Governance

Institutional Animal Care and Use Committee  
Allison Fina, Evans School of Public Policy and Governance

Student Conduct Code Advisory Committee  
Austin Kinney, Evans School of Public Policy and Governance

Student Publication Board,  
James Moschella, Evans School of Public Policy and Governance  
Peder Digre, Public Health

U-PASS Advisory Committee  
Anna Wittow, Evans School of Public Policy and Governance  
Vicky Clarke, Evans School of Public Policy and Governance

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## 10. JANUARY 27<sup>th</sup> SENATE MEETING AGENDA

6:40 pm

- GPSS Spotlight- UWPD Chief Vinson
- Resolutions
  - (1) Resolution in support of the University of Washington hosting Tent City III.
  - (2) Resolution requesting that the University of Washington honors State holidays.
- UPASS/Transportation Fee Forum
- Attendance Policy Memorandum
- Elect Judicial Committee Members

**Jennifer Kirk** requests an explanation of what Tent City III is be given at the next Senate Meeting.

**Noe Merfeld** shares that Leigh Freidman, ASUW Director of Campus Partnership , is well versed on tent city and would be more than willing to share with the GPSS Senate.

**Alex Bolton** shares that the second resolution is the result of a professor attempting to schedule a make-up class on the MLK day.

**Monica Cortes Viharo** asks if a student could go to the Ombud's Office with a complaint about this.

**Alex Bolton** answers yes, but there is no official policy on not scheduling class on these days.

**Monica Cortes Viharo** brings up the UPASS discussion in the last meeting. She received feedback that there was not enough time for a good discussion or to vent frustrations. She would like to put a U-PASS discussion during Good of the Order of the next week's Senate Meeting.

**Joseph Telegen** suggests dividing the time into two phases of discussion. There should be a distinction between the suggestion/feedback phase and the reasoning behind the U-PASS phase.

**Alex Bolton:** The U-PASS discussion will be a regular agenda item rather than for Good of the Order.

**Yasmeen Hussain** agrees. Good of the Order is a time for constituents to discuss their concerns; the executive should not be influencing Good of the Order with their own agenda. She also suggests a quick blurb reminding everyone what Good of the Order is.

**Elloise Kim** offers to present the attendance policy memorandum and would like it included in next week's agenda. She also adds that the GPSS needs to elect two Judicial Committee members.

**Joseph Telegen** recommends another icebreaker activity but with more detailed instructions. People seemed confused after the week's activity; it could be executed differently.

**Alex Bolton** agrees but he thinks it should be included during a meeting when there is more time available on the agenda.

**Yasmeen Hussain** moves to approve agenda.

**Monica Cortes Viharo** seconds.

The Agenda for the Jan. 27<sup>th</sup> Senate meeting is approved.

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## 11. EXECUTIVE SENATOR REPORTS

7:15 pm

**Joseph Telegen:** (1) The City Steering Legislative Committee has been working on legislation on behalf of people with disabilities on campus. It has been progressing slowly, but he hopes to get some resolutions out before the end of the year. (2) Joseph and Erin will be working on the STF budget proposal soon. Suggestions regarding content should be directed to Joseph. (3) Tent City III passed at the ASUW Senate by a large margin. (4) Weekly activities: 3 pm Fridays - Chess Solutions at Café Allegro, and 9 pm Tuesdays - Senate'oke at Iron Bowl in Wallingford. (5) He would like to write a resolution commending the Seattle Police Department for their actions during the shooting that started downtown last week.

**Yasmeen Hussain** has nothing to report besides STF.

**Erin Firth** shares that the SAF went well.

**Jennifer Kirk** has been working with Elloise to organize a forum on homelessness. She mentions that with Tent City III seeming more likely, it might be good to strategically plan the forum around the announcement of Tent City III. This could increase interest.

**Elloise Kim** is unsure whether the timeline would work. It would be wise to start that a dialogue on homeless sooner and have another event when the Tent City is coming.

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## 12. OFFICER REPORTS

7:24 pm

**Monica Cortes Viharo:** (1) There are a good number of applications for G3; they are working with Kelly on next steps. (2) She had a positive meeting on program reviews with Becky Aanerud. If people know anyone in either the Material Science department or the School of Education, they may encourage them to fill out their surveys as soon as possible. This will ensure the data is as statistically significant as possible. (3) On February 18<sup>th</sup> there will be a bowling event with the theme of “Throw back to your alma mater”. She will reach out to Tabitha Kim to discuss advertising the event. (4) She met and assigned two U-PASS representatives: Anna and Vicky. (5) She has been hosting application workshops for Husky 100, and encourages everyone to apply.

**Bryan Taubeneck** (via Alex Bolton): (1) There is a Bill being passed through legislation that would no longer term UWT and UWB as branches. There is some interest regarding the intent behind this, but they do not know enough at this time. (2) There is also a Bill to create a Faculty Regent position. The Faculty Senate is not currently in support of this, and it will only affect the Seattle campus. (3) Grad Student State Loan Bill has two sponsors, but no language as of yet. (4) He has been recruiting people for the Lobby Day on February 8<sup>th</sup>.

- **Joseph Telegen** asks whether there will be a distinction between the ASUW and the GPSS lobbying, or they are lobbying together.

- **Alex Bolton** answers the organizations will be lobbying together. They will discuss the state support in funding, as it is what the ASUW and the GPSS have in common.

- **James Moschella** adds that he has been meeting with Alex to see if they can separate the agendas of the ASUW and the GPSS, because a lot of students have been asking about this.

**Kerstin Hudon** (via Alex Bolton): It is a SAF budgeting season, and she hopes to finish without an extension. She has created a plan for meeting this deadline.

**Elloise Kim:** (1) On January 18<sup>th</sup>, there was an event called Race in honor of Dr. King, and Brian Tracey and the GPSS Diversity Committee were involved. (2) On February 4<sup>th</sup> there will a workshop hosted by the Graduate School, GPSS Diversity Committee, and FIUTS for international graduate students to help them learn how to communicate with professors. (3) She has been working with Jennifer Kirk to plan a Diversity Committee event on homelessness. (4) The Judicial Committee met during the first week of January to discuss the GPSS bylaws section on the committees. The committee is planning on having a briefing of the Bylaws to help Senators’ understanding of them at the February 24<sup>th</sup> meeting. (5) She has invited the ASUW Board of Directors to be a presenter during the Spotlight portion of the Senate Meeting. (6) The OMAD VP Advisory Search Committee she is serving on is actively searching candidates.

**Noe Merfeld:** (1) Tyler Wu, ASUW President, did the first ever State of the ASUW address. He presented eight topics summarizing what ASUW had worked on since the beginning of the year, and let the ASUW Senate vote the top three they would like to hear about. (2) The Middle Eastern Student Commission did a forum. They are working hard to possibly develop its 9<sup>th</sup> Diversity Commission. (3) The Board of Directors of ASUW has been working on changing the position description in its bylaws. (4) The Black Student Commission Director and Director of Campus Partnerships have been planning a Black History Month presentation; they have been working with HFS to create a cultural meal plan which they will be offering throughout the entire month of February.

**Alex Bolton:** (1) This year is the GPSS's 40<sup>th</sup> anniversary! The GPSS is planning on doing an event to celebrate during the spring. (2) Yasmeen and Monica did a fantastic job at the Regents Meeting last week sharing their experiences and concerns as graduate students. (3) He is attempting to get all the student governments together to endorse PACS's recommendation, and then work with the administration to implement the policy. (4) There have been some schools and colleges that have budgetary concerns relating to Teaching Assistant (TA) positions. There have been many students receiving TA positions at other colleges, and then those tuition dollars are awarded to that school rather than the program they are actually in. When the cohort class is relatively small and there are multiple students in this situation, the individual programs start to be affected badly. He has been having big picture discussions around this issue with the provost. (5) SAGE is gearing up for the day on the hill in DC. (6) He will put out an email for all graduate and professional students this week announcing upcoming events.

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### 13. ANNOUNCEMENTS

7:47 pm

**Elloise Kim:** Brian Tracey apologizes for being unable to make it to the meeting having an interview about his thesis that went longer than expected.

**Monica Cortes Viharo** shares that this year is the School of Drama's 75<sup>th</sup> anniversary, and many of the performances will be related to homelessness in some way. She suggests co-advertising the event with the forum.

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**MEETING ADJOURNED at 7:48 pm**

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Attachment:

M-02-16 Memorandum on Attendance and Proxy Policy of GPSS Senators

To: GPSS Executive Committee  
From: Soh Yeun (Elloise) Kim, GPSS Secretary  
Date: January 20, 2016  
Subject: Senate Attendance and Proxy Policy

## **Introduction**

There is no current policy regarding how faithfully Senators are to attend Senate meetings to fulfill their duties besides Article III, Section A that requires a Senator's presence at the meeting at least two times per quarter including one time assignment of a proxy unless it is differently approved by the Secretary. However, due to an inevitable schedule conflict or off-campus activities such as a field research that is essential to their academic advancement, there are Senators who cannot make to a single meeting in a specific quarter. Also, there are Senators who express their interest in maintaining their position as a Senator but have not complied with the minimum expectation articulated by the Bylaws without presenting an acceptable reason why they cannot regularly conduct their duties. In order to clarify this issue, I recommend that the GPSS has an official GPSS Policy as to what counts as creditable attendance and how to delegate a proxy.

## **Policy Recommendation**

I am recommending that:

- a. As it was discussed in the Executive Committee meeting on Nov. 4, 2015 and announced in the following Senate meeting on Nov. 18, 2015, a Senator's participation at each meeting must be longer than 45 minutes to fulfill attendance;
- b. A sitting Senator cannot serve as a proxy for another Senator;
- c. When a Senator cannot attend at least two meetings in one quarter (including one meeting attended by a proxy), the Senator can:
  - (i) designate a fellow student from the same program, department, or school as a proxy for no more than one quarter; or
  - (ii) depart for no more than one quarter.

Either choice should be communicated in advance to the Secretary; failing both the communication and the attendance requirement, according to the GPSS Bylaws, Article III, Section A, will result in removal of the Senator from the Senate roster.

## **Policy Implementation**

With an endorsement from the GPSS Executive Committee, this memorandum shall stand as an official GPSS policy. This policy is subject to review by the GPSS (Article VI, Section A, Clause 4), and could also be amended by a majority vote of the Executive Committee.

*Presented to and Approved by the GPSS Executive Committee on January 20, 2016*