



**GRADUATE & PROFESSIONAL
STUDENT SENATE**

Senate Meeting Minutes

October 11, 2017 | HUB 334

Call to Order 5:38PM

1. Approval of Agenda 5:38PM

Michelle Brault (Molecular and Cellular Biology): Moves to approve agenda
Sarah Harbert (Earth & Space Sciences): Seconds

2. Introduction of GPSS Officers 5:43PM

Elloise Kim (President): introduces herself as a GPSS President majoring in English.

Giuliana Conti (Secretary): introduces herself as Doctorate student in Music Education.

Matt Munoz (Vice President of External Affairs): introduces himself as a second-year student at the Evans School

Tori Hernandez (Vice President for Internal Affairs): introduces herself as also a student at the Evans School

Brad Copenhaver (Treasurer): introduces himself as a second year MBA student at the Foster School

Elloise Kim (President): clarifies that GPSS includes Senators and graduate and professional students of UW Seattle. Assures that any concern and issues that are reported will be looked into and they should be the ones who should be contacted. Also shares different ways to contact the GPSS officers – emails, calls or walk-ins

Giuliana Conti (Secretary): shares that all information is also GPSS website (www.gpss.uw.edu) which can be found even by a Google search.

Matt Munoz (Vice President of External Affairs): shares that the GPSS office is located on the third floor of The HUB – Room no. 314

Brad Copenhaver (Treasurer): says the office hour schedule is posted on the door. If someone needs to talk in person, they can check the schedule and reach out, based on availability.

Elloise Kim (President): says that GPSS is a public space. If anyone wants to use the space to meet for a project work and meetings, the conference room can be kept open for that.

3. Introduction of GPSS Executive Senators

5:45PM

Sydney Pearce (Director of Events), Kelsey Hood (Policy Director, Cauvery Balamada (Senate Clerk) introduces themselves to the Senate

Elloise Kim (President): encourages everyone to get to know the staffs as well. There will be two more people who will join and altogether will have nine staff members.

4. Duties of Senators

5:46PM

Elloise Kim (President): requests Exec Senators to introduce themselves.

Grant Williamson (Molecular Engineering): introduces himself as one of the newest executive Senators voted during last spring.

Laura Taylor (Molecular and Cellular Biology): introduces herself as the longest serving senator

Michelle Brault (Molecular and Cellular Biology): introduces herself as executive senator since two and a half years

Elloise Kim (President): introduces **Peder Digre (Global Health)** could not be with us. He is one of the very valuable members of the GPSS

Bo Goodrich (ASUW): introduces himself as the ASUW Director of Internal Policy and the Liaison from the Board of Directors to GPSS

Tori Hernandez (Vice President for Internal Affairs): talks about the importance of attending Senate meetings as frequently as possible. It is a requirement to attend at least twice a quarter and one can send proxies if needed. For attendance to count, one has to stay for at least 45 minutes. Also talks about representing the program and promoting the program amongst others. Encourages everyone to read emails, agendas, minutes, especially if one missed the meetings and have questions. Encourages everyone to check

out the Bylaws and the comprehensive list in the handout which talks about how to be an impactful senator.

Group session break-out on information about GPSS lead by Grant Williamson (Molecular Engineering)

Reconvenes

6:05 PM

Elloise Kim (President): encourages everyone to connect with one another and also to reach out to other Senators and staff who can be a good information resource to rely upon.

Monica Cortes Viharo (Drama) : shares information on the Budget of \$40-\$50 that's available for each department from the union to do group meetings. Encourages everyone to arrange and attend meetings and listen to what people are talking about because there could be a lot of the issues that might overlap.

5. Executive Senator Opening

6:07PM

Elloise Kim (President): announces that an election will be held for a new exec senator. Any senator, whether returning or new ones are eligible to run for the election. Invites Grant, Laura, Michelle to explain the duties of the executive Senators.

Michelle Brault (Molecular and Cellular Biology): explains that executive Senators are sort of liaisons between Senators and executive board who are all volunteers. They attend all of the executive board meetings, sit on committees and work different days on shifts. They are also the contact points. For any questions or concerns about the way GPSS runs, the exec Senators are a bit less biased.

Laura Taylor (Molecular and Cellular Biology): adds on saying “execs add different perspectives to the executive committee just for the fact that it kind of expands the number of voices that are making the decisions where the Senate is going. We try to talk to you and try to get an idea of what you want.” Execs meet every Wednesday at 5:30pm on the days that have no Senate meeting.

Grant Williamson (Molecular Engineering): states that all three have been here in GPSS longer than some of the officers. The officer positions tend to be shorter programs particularly because it doesn't necessarily work well with having RA or TA ship but the executive senator positions tend to be people who have RA and TAships. Generally, this is not a requirement and the officers are people coming from professional programs or where RA or TA ships.

Elloise Kim (President): clarifies that on becoming the Exec Senators, one should be available on most Wednesdays. During any major events by GPSS such as Husky Sunrise, Husky Sunset, quarterly socials and other big committee plans, the exec Senators are expected to volunteer and encouraged to work on university committees as liaisons.

6. Memorandum on GPSS Exec Senator Term

6.11PM

Elloise Kim (President): shares that there is a memorandum which is not part of the Bylaws. Bylaws are updated not too frequently. Memorandum is another form to implement any additional policies when a new one is needed and memorandum on GPSS Exec Senator term is- if a senator is elected, he/she will serve for two years. If the person doesn't want to resign for up to two years and if she wants to serve next year again, she will be asked to run for the position again, because at the end of this year, she will have served two years. Once the person is re-elected, the person can stay for two more years, and there is no limit for the number of years an exec senator can serve.

7. Parliamentary Procedure

6:12 PM

Giuliana Conti (Secretary): shares that *parli pro* is a system of order that is used widely and is a nice organizational method for communication. There are rules that limit & guide participants to protect rights of minorities/individuals and it's for orderly discussion and cooperative procedure to ensure the majority can decide. Most importantly, it creates effective communication, when people know how it works. When people don't know how it works, it's easy to get into this twenty minutes discussion of how things should be said, introduced and resolved and move forward. Indicates that she will be sharing videos to try to help make it more fun; for people to be able to practice with partners in *parli pro*. Requests everyone to watch the videos. Like last year, GPSS will also put little cheat sheets in name badges and that way as people are having conversations and if not quite familiar with it yet, the cheat sheet can be used as a source of reference.

Points that it's important to wait to speak until recognized by the President first and foremost, so that there is a system in order to know who talks at what point; because during discussions multiple people have great ideas and a question that they want to present all at the same time. Once President, Elloise appoints orders to the people who raise their hands, each one must state the name and department loudly and clearly so that the recorder catches them all that enables GPSS to share an accurate minute of the meeting.

Points out a few procedural tips. To pass a motion, start with "I move that ___". Assures of a fun activity lined up for the next Senate meeting to be able to practice *parli pro*, that has something to do with 'cakes'. Any motion must be seconded. There will be opportunity for objections. For any votes, when in favor, say "Aye", and "No" if Not in favor. At times when hand votes are done, requests to raise the hand high. Certain terms are really important such as a 'motion to amend'. For example, the minutes also requires a seconds and objection. A majority is for if there are half to Senators' presence, a minority if for there are less than half the Senators present. When a discussion is tabled, it means it is a safe for later but it must be seconded; if there is a point of order that is for parliamentary errors and for a point of information that is requested, the chair can clarify that point of information.

Elloise Kim (President): adds that Parli Pro is there to secure that everybody can have a fair chance of voicing theirs rather than limiting people's chance to speak out or be intimidated by it. Encourages everyone to get familiar with the basics and which will help in participating in general in meetings.

8. Judicial Committee Election

6:19 PM

Elloise Kim (President): invites, Giuliana back, to explain the duties of the Judicial Committee.

Giuliana Conti (Secretary): states that the Judicial Committee is a standing investigative body of GPSS. It's essentially GPSS's checks and balances system. It investigates any grievance that arises concerning an interpretation of the GPSS Constitution or Bylaws or concerning any procedure, committee, officer, officer candidate, or Senator of the GPSS. The Judicial Committee has the right to review any proposed Bylaw changes before they are presented to the GPSS and usually has around 6 judicial members. The Judicial Committee is incredibly important for what GPSS does. Points out that last year, Judicial Committee had to be really effective, but it was not. Encourages people to join Judicial Committee. Assures that one necessarily does not have to be super active, but if something happens, they will be called upon and there are rules and regulations about reporting and acting in timely manner and certain communications are necessary because for officers to make decisions for the Senate, the Judicial Committee will be involved. The Judicial Committee is really important to help keep all these communications and facets running smoothly so that if there are any grievances, there is an entity that can help regulate that and make decisions without any conflict of interest.

Elloise Kim (President): points that the election needs to be held immediately.

Michelle Brault (Molecular and Cellular Biology): asks – “if you are on the Judicial Committee, you cannot sit on the executive committee or on Finance and Budget Committee or Elections Committee?”

Elloise Kim (President): clarifies that it does not mean that the Judicial Committee doesn't prevent one from becoming the GPSS liaison to university committees and boards and all other chances are available. Judicial Committee members will be the people who will make sure that GPSS is with Bylaws and if there is any case of grievance they will interpret and roll out the cases. So, they are very important group of people for our organization.

Michelle Brault (Molecular and Cellular Biology): clarifies “if one is on the Policy Committee or Diversity Committee, he/she can sit on the Judicial Committee

Elloise Kim (President): states that six people could volunteer to sit on and work on this committee. Invites nominations.

Giuliana Conti (Secretary): reports that they are in the process and because of events from last year and discussions within the Senate body around a lot of different things they are in the process of going over a lot of our Bylaws and so not only do they take recommendations for Bylaw changes but are going to be calling upon the Judicial Committee as they recommend Bylaw changes so that GPSS can become a more fair and transparent and explicit system to have clearer Bylaws. Calls out nominations.

Michelle Brault (Molecular and Cellular Biology): nominates Scott Spencer (Bioethics)

Scott Spencer (Bioethics): accepts the nomination

Jared Rowe (Jackson School REECAS): self-nominates

Jacob Busche (Chemistry): nominates Jake Busche (Chemistry)

Jake Busche (Chemistry): accepts the nomination

Eric Saltz, Proxy for Emily Smalligan (iSchool MSIM): nominates Mike Stepanovic (iSchool MSIM)

Mike Stepanovic (iSchool MSIM): accepts the nomination

Laura Taylor (Molecular & Cellular Biology): nominates Jason Eckard (Drama)

Jason Eckard (Drama): accepts the nomination

Claire Pendergrast (Environmental and Occupational Health Sciences): self-nominates

Elloise Kim (President): thanks the nominees and nominators

9. GPSS Committees

6:28PM

Tori Hernandez (Vice President for Internal Affairs): shares that the committee that she is chairing this year is the Graduate Student Experience Committee also known as GSE. This committee will be assessing the graduate student experience through different surveys, focus groups and discussions with everyone. Upon gathering information, GES would find out what resources are missing on-campus or just the missing communication on campus; figure out the void to actually be able to bring those resources to students and resources that students actually want. Also focuses on organizing panels and different informational events

to help build a community of students who are from different disciplines and background; promote campus by services and resources to all students as well and also bring back those issues that students bring to the committee and bring them back to GPSS and see if GPSS can do anything about that. So, it's really important to have student voice on this committee because this committee is all about the student experience. Invites to join this committee with her and Sydney; to send an e-mail to gpssvpin@uw.edu

Matt Munoz (Vice President of External Affairs): clarifies that the State and Federal Legislative Advisory Boards is actually one committee that guides the legislative priorities and sets the agenda for GPSS at the state and federal levels. It brings the issues to the table; research them, develop them and get them on to the legislative agenda that either lobby on next quarter at the State Legislature and then the delegation brings to Washington D.C during one of the conferences. Just like GSE focuses on on-campus student issues, SLAB/FLAB focuses on external student issues. There's will be an intersection between the two committees this year. But this is specifically for issues that can be addressed legislatively. The committee meets every Thursday at 10 am in the GPSS office, HUB 314.

The other committee that he oversees is the Science and Policy Committee. Their focus is on the intersection of policy and science. Provides students with professional developmental opportunities and policy experience through events such as science communication workshops, the white paper projects that was started last year and are continuing this year; and other programming that has been brought to campus and for students. The committee meets every other Friday at 4 pm. If interested in joining that committee, invites to contact him or contact Scott Spencer at sspenc2@uw.edu since he is the actual chair of that committee.

Brad Copenhaver (Treasurer): shares that he oversees two committees too. The first is the Finance and Budget Committee; has two important roles on Finance and Budget committee. The first is to actually design the budget and make the budget request in the services and activities fee committee which provides 94% of GPSS's budget. Allocates funding to departments and RSOs based on the allocation process. So, Finance and Budget is a very important committee and only Senators can serve on this committee. The committee meets on Tuesdays at 4pm and invites people who are interested in helping through this process this year. Shares that the other committee that he oversees is Travel Grants. GPSS allocates budget to graduate students who travel to conferences. The Travel Grants Committee actually makes those funding allocation decisions and they meet generally on Mondays after the travel grant application deadlines. So, the next deadline is Oct 25th for conferences where one can follow order and so the Travel Grant Committee will be then on the following Monday.

Giuliana Conti (Secretary): considers herself very lucky to be able to oversee diversity efforts on behalf of GPSS because, it allows her to be present on multiple boards on-campus. Also gets to help facilitate a committee specifically dedicated to graduates and professional students on-campus and diversity related issues. Essentially the committee is designed to help allocate money to RSOs (Registered Student Organizations) and other entities on campus that apply for funding to help promote diversity events. Points that they also have

discretionary funds to be able to ‘put on’ GPSS’s own events and co-sponsor with other entities on campus as well. Clarifies that it is not led by her because that would be antithetical to the concept of a ‘Diversity Committee’. The committee is completely coordinated by the people within it. Decisions are made by those people and that she helps facilitate it. But it is something where not only is there a safe and open space to talk about diversity issues but to also create opportunities for discussion and interaction.

Elloise Kim (President): points that all the committees are open to everyone except Finance and Budget Committee and Judicial. Those committees have to have only Senators; and other committees are open to all graduate and professional students. One of the duties as a Senator is not just hold information and consider whether if one would like to join or not; but also to spread the word.

10.GPSS Liaison

6:38PM

Elloise Kim (President): explains that GPSS is a representative of graduate and professional students to the university committees and boards. As the president, I appoint most representative of those committees and boards from Provost Advisory Committee for Students to Faculty Council on Facilities and Services to U-PASS Student Advisory Board. As a Liaison the representative is expected to speak for our students and speak from a student’s perspective. Suggests interested candidates to not to hesitate to recommend good people in their programs who can serve on those liaisons. Usually the term is one year. The GPSS staff along with the President and the University Affairs Director will be the main point of contacts to collect information and communicate with Liaisons. Representing and bringing that information is the basic duty of the liaison. Still looking for people on the listed committees: Faculty Council on Facilities and Services, HFS Budget and Advisory Committee, and HUB Board.

11. Officer Reports

6:41PM

Tori Hernandez (Vice President for Internal Affairs): chats about Husky Sunrise. Over 680 students attended the annual welcome breakfast. Husky Sunrise is a welcome breakfast for students. There were resource fairs, the bookstore gave away free T-Shirts and there were also free drinks and food. Invites people to join her committee. Shares that VPIN really works on program reviews and makes sure that student voices are heard. Invites those who know of a program review happening this year to chat and figure out how to get student voices heard.

Matt Munoz (Vice President of External Affairs): highlights that SAGE is the Student Advocates for Graduate Education; is a national organization of which GPSS is a part where he works as their policy director. Invites those who thinks there are any issue areas that requires heavy focus federally and need a bigger network to do so, to talk to him. SAGE Fall

Summit is happening from October 26th – 29th at the University of Pittsburgh. 13 universities will be attending and Elloise and Matt to represent GPSS at the summit.

Points that SLAB/FLAB needs members. Invites people to join and attend the meetings inside and outside of the meeting hours

Updates from Olympia - could see some movement on the Budget that has been on hold depending on what happens at the 45th legislative district special election. States that he is currently strategizing which legislators to contact for our own priorities. Invites people to contact him if they are interested in meeting with anyone legislators.

Currently working on developing a plan for giving bi-weekly state federal updates to the Senate body that can be benched with Senators constituents and then also working on a plan to develop monthly white papers on specific issues that affect graduate students at large. Also working on a few things relating to these issues and how GPSS can better represent them streamlining those prophecies and by-laws. Working with other WSA institutions to design a graduate student issues education campaign to target legislators and how to better include grad education in those hiring conversations. And the WSA legislative agenda is currently being drafted by the general assembly which is where they vote on and finalize the legislative agenda. It is at central Washington on Nov 12th and he will be attending along with Kelsey (Policy Director).

Brad Copenhaver (Treasurer): talks about the other two university committees that he sits on which are in the process of selecting and appointing GPSS liaisons. First being the Student Activities Fee committee. The \$132 that goes in tuition fees of every student each quarter that goes into this fund and it funds resources for students across campus like the health center and the counseling center. The chairman of the SAF Committee is Peter Booth and he is an exec senator center and also the chairman of the SAF Committee. The other one is the Student Technology Fee Committee. The \$28/\$29 fee on tuition bill every quarter provides things such as technology programs, charging stations around campus, updates for different departments. Monica shared a great example of how they got some funding for the drama department last year.

According to the Bylaws, the Treasurer must present the GPSS Budget to Senate in the first Senate meeting of the year. The total Budget for fiscal year 2018 is \$469,410. This is about a 10% cut of what the Budget was last year. There was an overestimation of what the staff fee collection would be for this year at the university level. So, the SAF Committee had to make an indiscriminate cut across all the programs that it funds. GPSS at the same time, was forced to make cuts across every aspect of the Budget at the end of last year as well. One of the goals of the Treasurer is to have the Finance and Budget Committee this year, take an in-depth look at GPSS's Budget. GPSS might recommend changes and actually do another Budget presentation to make sure that the priorities are reflected properly. Therefore, 76% of GPSS's Budget is a personnel Budget that includes part-time salaries for the five officers and also Budgeted for ten part time staff positions, officer tuition waivers and officers that benefits loading which all of that is negotiated with the union. The 24% is the discretionary Budget which includes admin officer Budgets and special allocations. The discretionary

Budget this year is \$114,045. A big chunk of that is administration and \$20000 of the admin Budget was spent on Husky Sunrise recently. Each officer also have their own Budget. For example, the VP External Affairs Budget has over \$9000 that includes all of Matt's travel to and from Olympia during session and his travel to the two conferences that he goes to represent UW. The Secretary Budget of \$4200, of which \$4000 is actually the diversity committee's Budget. The Treasurer also oversees the departmental special occasion expenses and travel grants. Invites questions.

Giuliana Conti (Secretary): shares updates on orientation to 45 departments across campus to new incoming graduate students that totaled almost 2000 students that were able to hear about what GPSS is, what it does, what GPSS has to offer, how the students can get involved, what resources are available etc. Points that 'How to get money?' is usually the big question that is asked.

Updates about hiring all of her staff members and highlights the Creative Director's position bagged by Sonam who is helping with the website and with brand recognition. Sonam would be streamlining all of the advertisements and posters.

Reports on recruiting Senators from under-represented departments. They're compiling a historical perspective of Senate appointment per department to get a fair understanding of which departments have been historically under-represented and Giuliana will personally contact those advisors and recruit Senators to represent. The goal is to create an efficient and accurate representation of graduate student body which means increasing diversity within the Senate body itself and making sure that departments are being represented here either for communications and voting.

Reports that Diversity committee had its first meeting recently. The committee was advertised all over the place at every orientation where Giuliana personally promoted the committee. She met with Ricky Hall who is in charge of diversity for the whole university and then also met with Gio Eisenberg who's in charge of diversity efforts for the graduate school. Indicates that there is an ongoing collaborative document- where discussions about resolutions, events that can be hosted etc. are on-going. The new definition of diversity and the mission will be up on GPSS website. The new logo for diversity committee has also been created.

Elloise Kim (President): highlights the importance of marking/signing the attendance sheets at every meeting which will help GPSS to know the Senators who were present and who did not make it. Requests everyone to return the name tag after the meeting and in case of losing the name tag; to let the secretary know about it and can help get a new one.

Reports that she also serves as the Spokesperson for GPSS externally and internally apart from serving as a President. Indicates that she represents GPSS and meets people on a weekly or bi weekly or sometimes monthly basis regularly to get an update and also to update them about what's going on with the graduate and professional student. Last few months she has been busy with recruiting and appointing people.

Reports that the Provost and Executive President search is ongoing. The candidates have had the public presentation. Provost has a very important role. He/she is not just an academic office chief, but also oversees the university Budgeting. So, it's a really important role and filling that post is so precious.

12. Announcements

7:01PM

Tori Hernandez (Vice President for Internal Affairs): indicates that her office hours are up on the website.

Grant Williamson (Molecular Engineering): looking for volunteers for signature gathering.

Elliot Okantey (Law): A workshop on public comment for science and environmental advocacy at the Seattle Central Library on Oct 26th from 6 to 8.30pm.

Giuliana Conti (Secretary): “building effective communication skills workshop” for international graduate students scheduled for Oct 30th.

Elloise Kim (President): If there is an event you'd like to post any announcements on GPSS Facebook page, e-mail at gpss@uw.edu

13. Adjournment

7:04PM

- a. **Ali Pour Issa (Drama):** moves to adjourn.
 - b. **Spencer Showalter (Marine and Environmental Affairs):** seconds.
-