



**GRADUATE & PROFESSIONAL
STUDENT SENATE**

Exec Meeting Minutes

April 11, 2018 /HUB 303

Members Present

GPSS Secretary: Giuliana Conti
GPSS Treasurer: Brad Copenhaver
GPSS Executive Senator: Grant Williamson
GPSS Executive Senator: Elizabeth Oestreich (Via phone)
GPSS Executive Senator: Noelle Symanski
GPSS Executive Senator: Zhiyun Mary Ma
GPSS Executive Senator: Peder Digre
Assistant Director of Student Activities: Rene Singleton
HUB Director: Justin Camputaro

1. Call to Order **5:29 PM**

2. Approval of the Agenda **5:29 PM**

Brad Copenhaver: Approves the agenda

Grant Williamson: Seconds

3. Elections Material Submission File Format Notification **5:29 PM**

Giuliana Conti: Shares that she added this to the agenda because this came up during a conversation with Elliott and Sonam. Realized that while they built the Elections Guide, it's crucial to notify people somehow that when they submit, the submissions have to be in PDF formats so that they can go on websites. When materials are uploaded on websites, it's always on PDF to avoid tampering. Rather than making executive decision, and since Elliott did not feel comfortable making the decision, asks what the best way is to notify people about the need for the document to be sent to Elliott. Shouldn't be expecting Elliott to convert all the files into PDF by himself. The Elections Guide has already been published and the Bylaws has already been changed. Asks for ideas on how to go about this.

Grant Williamson: Suggests emailing the sender back to convert and send in PDF format. Can tell them that non-pdf formats aren't accepted.

Giuliana Conti: Highlights that when people submit right at the point of deadline, and Elliott sends the files back, people might not be available to check the email and do the conversions. Asks how to address that?

Brad Copenhaver: States that asking people to convert if the word document arrives way before deadline is fine.

Elizabeth Oestreich: Agrees that if they submit it way before deadline in any other format, it's okay to write back and ask them to submit in pdf. The requirement should be highlighted in GPSS emails and couple of other places. It's not unreasonable to ask them to convert by themselves.

Giuliana Conti: Points that Sonam has to have all the documents uploaded by the following day after deadline. She gets just about 24 hours to do all of that.

Noelle Symanski: Suggests adding a line in the elections guide to submit in PDF format.

Giuliana Conti: Says she is unsure of the process for that because that is done through the Elections Committee. Highlights that it would be nice to notify people so that reduces Sonam's burden.

Amy Gabriel: Suggests posting it and highlighting in red on the Website. That way it might atleast reduce the number of conversions that Elliott and Sonam will have to do.

Giuliana Conti: Agrees. Can be posted on website, can be sent on email announcements. Points that Only people who wouldn't know are the ones outside of GPSS who are running for the elections.

Grant Williamson: Points that anyone who is running should have first talked to the Officer. If someone contacts the Officers, it would help to mention it to them about the format requirement.

Brad Copenhaver: Agrees and thinks these suggestions are great.

Giuliana Conti: Asks Elizabeth if she can email the Elections Committee with the update.

Elizabeth Oestreich: States yes.

Giuliana Conti: Highlights that Sonam will update the website and she will share in announcements, email the Elections Committee and bring it up in Senate meetings too to reinforce the message and the requirement so that people are aware and the message sticks.

4. April 18 Senate Meeting Agenda

5:37 PM

Giuliana Conti: Shares that she has received a resolution and has been requested to be add it to the next Senate meeting's agenda. Highlights that any resolutions that comes needs to come in two weeks before the Senate meeting. This one came after the two-week cut off and hence cannot be added to the agenda as they will be breaking the protocol. Technically, it would be okay to send it out tonight to Senators so that Senators can see it. Earlier there was a similar request from another group and GPSS was strict about the rules and refused to entertain and pushed back. Asks Exec if they can come to consensus if it should be considered for the first reading at the upcoming Senate meeting or push it to another one. But, also important to consider the elections meeting and when the second meeting would be.

Grant Williamson: States that he sees the two-week deadline more of like a definite on the agenda. If it's less than that, its up to the discretion of the Secretary based on their time commitments.

Peder Digre: Agrees and adds that the extra week is for Exec to review it. Asks what's the topic and how urgent it is.

Giuliana Conti: Shares that Elloise mentioned to be should be strict about the rules. Concerned that it's not a good practice to change rules or not stick to rules often. Cannot be relaxed with rules.

Elizabeth Oestreich: Agrees with Grant. Shares that the deadline is more for Exec to consider all of the resolutions. If there are no resolutions, if its submitted on time to go out on time, GPSS will have the flexibility to make those decisions.

Giuliana Conti: Reads out the topic of resolution—"Resolution in support of affordable summer parking for graduate students." The big concern is that its a challenge is to pay \$15 per day on campus during Summer even though a lot of the employees in Summer on campus are graduate students and if there's a way to make carpool more affordable for people who carpool or drive to campus.

Zhiyun Mary Ma: Requests to take them through the action items mentioned in the resolution.

Giuliana Conti: Highlights the two action items. 1) Value parking permit currently offers to faculty and staff be offered to grad and professional students at the rate of a \$120 per month. 2) Daily parking permits for grad and professional students be reduced to \$5 on campus lots and \$2 for lot E-18 to reflect current carpool reductions.

Grant Williamson: States that if its sent before two weeks, just need to look at the agenda if it fits. If yes, then go with it. If it's less than two weeks, it's up to the discretion of the Secretary based on her time commitments.

Zhiyun Mary Ma: Agrees.

Giuliana Conti: States that she received the resolution yesterday. Suggests going through the agenda for next Senate meeting and then coming back to the resolution to see if it can be added or not based on time and fit. Don't know who the guest is for next week. Will check with Elloise and then can send the agenda on Friday. Asks Brad about 2018-19 budget required how much time?

Brad Copenhaver: Shares that they will have to push that to the next Senate meeting which is on May 2nd since they are still working on it. Has submitted a draft proposal to SAF. The internal budget process is due. Looking ahead, it will not take more than 10 minutes.

Giuliana Conti: Highlights that they need to talk about the timing of elections in this meeting since Brad will be presenting the budgets during the elections meeting. States that there will be time between people submitting ballots and the Elections Committee counting them. In order to give tasks for people to keep them busy, asks if he wants to do this during that time.

Brad Copenhaver: Agrees. States that he will send it to Senate beforehand for people to review.

Giuliana Conti: States that the 10 min question period for candidates might be extended looking at the trend. In next Exec meeting, it needs to be discussed since elections could take longer.

Brad Copenhaver: Shares that he can do it when the Elections Committee steps out of the room and can do it as long as they have quorum to approve the budget.

Giuliana Conti: Highlights that she hasn't heard from Judicial yet on the Bylaws amendments. Need to keep it as there are Bylaw amendments. If Judicial does not meet on time, the agenda can be amended beforehand. Asks if 15 minutes is enough?

Grant Williamson: Asks what are the amendments?

Giuliana Conti: States its Matt's submission for Ad-hoc committees. 10 minutes should do. Next is GSE survey.

Sydney Pearce: Shares that they should have the results. Received under 200 responses. Encourages everyone to take the survey if they haven't yet.

Giuliana Conti: Asks Sydney to share the survey with GPSS. Asks if 10 mins is good. SAGE Report remains as is. And leaves Good of the Order as is.

Grant Williamson: States that guest should not be more than 10 minutes since the guest is unknown yet.

Giuliana Conti: Returning to the conversation on resolution, states that there is time for first reading. Asks if 10 minutes for the first reading is enough?

Everyone agrees.

Grant Williamson: Adds that it could get tabled since its information and not an action. So, the next Senate meeting after that could have two action items along with GPSS budget.

Giuliana Conti: Shares that one of the concerns for elections considering last year is having quorum. So, it will be good to have action items in between the time they count the ballot and come back.

Brad Copenhaver: States that it's important to mention that there are action items and that needs quorum.

Grant Williamson: Points that Giuliana should emphasize the election dates in this week's email that they must block the time and attend the meetings. It is one of the most important responsibilities.

Giuliana Conti: Asks time for guest. 10, 15, 20 based on who it is?

Grant Williamson: It shouldn't go beyond 10 if it's not required.

Giuliana Conti: States 15 mins since there is enough time on the agenda. She will decide on who it is and based on that she would send out the agenda. Entertains the motion to approve the agenda.

Noelle Symanski: Approves

Zhiyun Mary Ma: Seconds

5. Executive Senator Report

5:56 PM

Grant Williamson: Shares that with the elections coming up it would be good to hold an informal meeting/gathering with all Officers, Exec and staff to make sure that everyone is unified and so that it's an opportunity for everyone to de-stress.

Sydney Pearce: Highlights that not everyone gets together often. Suggests potluck during a weekday. Requests inputs now or on email. This can be done before elections.

Giuliana Conti: Agrees and shares that creating a sense of camaraderie before the election is important. Important to be supportive of everyone going into the elections. Important to check the biases. There could be people that are sad or excited and how each one (all who are involved) reacts to those are important.

Sydney Pearce: Invites any suggestions and ideas for office as well.

Giuliana Conti: Suggests Monday, the night before the elections once the documents have been submitted so that there is no tension in the room.

Grant Williamson: Adds that elections last year set the tones for this year in a wide variety of ways. So not just representing for the night but should be good role models for Senators and setting up good tone for next year.

Sydney Pearce: Asks if everyone can meet on Monday evening.

Brad Copenhaver: States he cannot make it.

Grant Williamson: Suggests sending a “When to meet” for people to share the available dates.

Giuliana Conti: States any time after 24th. It’s great that a Social is being organized and going to happen. However, it’s important to maintain professionalism during social gathering.

Sydney Pearce: Hopes that she is being as open and inclusive of everyone possible. Asks how everyone feels that this social gathering will be open for Exec, Officers and Staff and not to keep it open Senators.

Grant Williamson: States that Senators are not required as the purpose is to build camaraderie among the smaller group that’s going to come the day after the elections to interact with each other to make GPSS work and that was a real struggle last year because of elections.

Giuliana Conti: Highlights that that it goes back to what the purpose is. If there is a good purpose, the outcome should be reflective of the purpose.

Amy Gabriel: Since they will know who is running, suggests including them as well.

Sydney Pearce: Agrees. That would be inclusive.

Grant Williamson: Points that the date can be set beforehand.

Giuliana Conti: Highlights that it’s a great idea as it sets precedent for those who want to be with GPSS.

Peder Digre: Reports that the Student Regents Selection Committee met last week and discussed the criteria for the candidates. Meeting next week to finalize the names to call for interview. The SAF budget deliberation is starting this week and lasts 4 weeks.

Noelle Symanski: Reports that nobody showed up for the last two Mental Health Ad-hoc Committee meetings. Hopes that Matt's Ad-hoc Committee meeting presentation reminds people that the committee won't progress if they don't make it to these meetings. Seeks advice to get people to inspire to show up for meetings.

Giuliana Conti: Suggests sending this announcement to Amy for email announcements.

Grant Williamson: Points that all committees have issues with attendance and membership. It's normal.

Giuliana Conti: States that it boils down to how the committees are being advertised. Need to discuss on improving advertisements. Has ideas since Diversity Committee has gone through these pains or restructuring. Can help.

Noelle Symanski: Suggests a fun idea to do a Senator or two Senators of the month and feature what they do outside of GPSS. Can make a Google Form and share it.

Giuliana Conti: Agrees. Asks how they can recognize them?

Noelle Symanski: Suggests on Website and sharing on newsletter or even do a Good of the Order.

Grant Williamson: Suggests having one established Senator and one new Senator.

Giuliana Conti: Agrees. Suggests that Noelle and she send out an email to the Board and elicit feedback for what type of questions. Good to have a structure on when to send the email out to make the decision. Starting now can have the infrastructure ready for next year to ensure consistency.

Zhiyun Mary Ma: States that instead of just focusing on just two, rather spread it out so that more Senators can share the highlights of their work. Senator of the week idea can be interpreted as a reward. The social cultural have, some students are more connected. Ph. Ds are going to be more in advantage over the grad students.

Grant Williamson: Agrees. Suggests calling it Senator showcase instead of Senator of the Week. Elliott Koontz did a good of the order few years ago. He did a showcase of QERM. It didn't feel like a reward. People said they would continue but didn't. This idea would work since it's not just a showcase of the Senators but also a showcase of the program.

Giuliana Conti: Adds that this could be an additional work for VP of Internal Affairs or the Secretary. With lot of Senators they have, it comes down to who has put a resolution, who has developed a sub-committee where people recognize the names, but it should be like Senators being

recommended for the work they do. It can be up on website too. That will encourage them to do work on the work the Senators do.

Sydney Pearce: Highlights that an opportunity for everyone to be involved will allow for everyone to get to know each other better too.

Noelle Symanski: States that this could be a voluntary thing instead of nominating someone.

Elizabeth Oestreich: Points that it's not bad to recognize people who are doing good work in Senate. But also likes the idea of showcase and talking about their program.

Amy Gabriel: Adds that she does something similar at leadership camps for kids. Gets kids to pick someone else. Can implement something similar with Senators too that way it will be less Officers picking.

6. Officer Reports

6:18 PM

Brad Copenhaver: Reports that he did the budget presentation to SAF on Friday. Talked about when the budget presentation is for Senate. Lost a member of the F&B committee. Still have 6. Need one more or two to finish up the quarter. Announcement will be made in the next meeting. STF it has an open seat since Peder has resigned. Two applications are in to fill that seat. To decide with Elloise by the next meeting. Next round of Travel grants is due on April 25th. Been receiving lot of queries on that. Hoping for a good number of applications.

Giuliana Conti: Reports that the Diversity Committee has created a leadership structure. Brown bag is coming up. Meeting every Friday. Event on May 10th called "Connections" for student diversity leaders. Networking is the key agenda. Thrilled to see the Senate meeting attendance to go up last week. Amy and she are talking about sending out emails to GPAs to recruit a senator for next year. GPAs have no idea how GPSS works. Will bring it up in Exec to create a formalized.

Zhiyun Mary Ma: Asks who are GPAs?

Giuliana Conti: Clarifies that GPAs are the Graduate Program Advisors. Not to be confused with direct Advisors.

Grant Williamson: States that it's important to know how they are trained. Need to add GPSS to their training module.

Giuliana Conti: Agrees. It could be having a video on website for GPAs.

Zhiyun Mary Ma: Rather than adding a module, suggests sharing a presentation with them at the orientation.

Giuliana Conti: Agrees

7. Announcement

6:23 PM

Rene Singleton: Seeks the date for Sunset

Sydney Pearce: States that it's on 17th May from 5pm to 7pm.

8. Adjournment

6:24 PM

Grant Williamson: Approves to adjourn

Brad Copenhaver: Seconds
