



**GRADUATE & PROFESSIONAL
STUDENT SENATE**

Exec Meeting Minutes

October 3, 2018 | HUB 303

Members Present

GPSS President: Giuliana Conti
GPSS Secretary: Amy Gabriel
GPSS Vice President of External Affairs: Kelsey Hood
GPSS Vice President of Internal Affairs: Sydney Pearce
GPSS Treasurer: Robby Perkins-Hood
GPSS Executive Senator: Noelle Symanski
GPSS Executive Senator: Zhiyun Ma
GPSS Executive Senator: Jackie Wong
ASUW Director of Internal Policy and the Liaison: Casey Duff
GPSS University Affairs Director: Stephanie Becnel
GPSS Event Director: Matt McKeown
GPSS Organizing Director: Abigail Shew
Assistant Director of Student Activities: Renee Singleton
HUB Director: Justin Camputaro

1. Call to Order **5:39 PM**

2. Approval of the Agenda **5:40 PM**

Robby Perkins-High: Approves the agenda

Casey Duff: Seconds

3. Approval of 2018-19 Goals

5:41 PM

Amy Gabriel: Introduces the goals for this year. Had originally discussed mission and goals, but decided it makes more sense to have annual goals that are updated each year that are consistent with the mission. Do not have a mission on website, it in the Constitution. We discussed promoting equitable engagement, developing purposeful programming, maintaining a transparent, responsible and sustainable internal structure, and pursuing marketing opportunities to assist with GPSS brand.

Kelsey Hood: What does promote equitable engagement mean? What are we trying to say with that?

Amy Gabriel: Notes that the last time we discussed equitable it was to make sure all students have access to engage with GPSS. Making sure all of the people listed could equally access us.

Kelsey Hood: Should we add access then? Because it seems like a strange way to phrase it. Engagement should be separate.

Giuliana Conti: Is engagement for people who are already in it or both?

Jackie Wong: Explains equitable was for diversity and more access would be a better way to phrase it.

Giuliana Conti: Asks are you proposing friendly amendment?

Kelsey Hood: No, I'm not sure what that would look like.

Sydney Pearce: Suggests changing it to more equitable access for them to us. She thinks what we're trying to say want students to engage with us and administrators.

Giuliana Conti: States that between implies that if you were to place everyone in a circle the connection would be between all of those different entities on all levels.

Sydney Pearce: Suggests re-wording it because that's not how she understands it as written.

Kelsey Hood: Says that she understands intent, but reads strange. Change wording to carry the same meaning. Equitable engagement doesn't really make sense for what we're trying to portray. Asks about timeline and whether more edits can be made

Amy Gabriel: Suggests people make notes and review it again at the next Exec Meeting.

Giuliana Conti: Comments that more time could be granted if more thorough conversation is needed, but this is already a continuation and would like it at the senate meeting next week

Robby Perkins-High: How is this document going to be used?

Giuliana Conti: Shares that it is useful for people to know their role within the Senate. After being a senator for two years, she did not know this or exactly what GPSS was doing. We want senators to know what we do and have that clearly laid out to guide students.

Kelsey Hood: Proposes the number one goal is to promote engagement between and access to GPSS senators, executive senators etc. It could say “Promote engagement between and equitable access to GPSS senators, Executive Senators...etc.”

Amy Gabriel: That’s fine.

Giuliana Conti: Notes that marries the two ideas for this point. Other thoughts on this? Did I answer Robby Perkins High’s question?

Robby Perkins-High: I get the intent. Is it an educational tool for our senators?

Giuliana Conti: Partially, but also something that will be put on the website.

Amy Gabriel: Agrees, and adds that it will be an accountability tool, so senators know that we are meeting the goals or working towards them.

Robby Perkins-High: I would like more time to look through it.

Zhiyun Ma: Asks about the wording on #3. Since we have the maintain transparent internal structure and on the second line from the bottom “standards will be developed internally,” how will that process be transparent or somewhat public so other people can have access and hold us accountable?

Sydney Pearce: Part of the answer to your question is that we have a GPSS handbook (which will be moved to a job of the Vice President of Internal Affairs) which will be shared with the Exec Committee and Senate so everyone can see the changes that have been made

Giuliana Conti: Not all of the goals are going to specifically detail how, why, or when we do things. The important piece is that people know what we do. They can come to us with questions about how. It should synthesize our constitution and bylaws with our purpose. Further details can be found in the governing documents.

Robby Perkins-High: Feel comfortable with the intent of the document. There are a lot of wording changes that could be made but not in five minutes. Feeling rushed since it is such a powerful governing doc.

Giuliana Conti: What are thoughts about tabling for next Exec meeting (then bring it to Senate after) or bringing it to Senate now as the rough draft and seeing what they think and allowing them to interact with it as a google doc?

Jackie Wong: Exec could look at it and make changes throughout the week and then the better worded doc could go to the Senate.

Amy Gabriel: Says that this is something that should be approved by Senate since we are working for them.

Giuliana Conti: Comments that her understanding was this is a document that Exec approves for Senate to approve. Would we like to table it for next meeting because it is an action item. So we need to approve as is and bring to senate body to edit approve and pass or table it until next exec meeting before bringing to Senate.

Kelsey Hood: Motion to table until next Exec meeting.

Robby Perkins-High: Seconds.

Giuliana Conti: Tabled until next Exec Meeting. The document will be sent as a google doc so everyone can make comments.

4. Executive Senator Questionnaire PM

5:59

Giuliana Conti: Comments that there was a piece of it that I thought might be helpful, so that we can see trends and strings of interests. She has had a conversation with a few people on campus about mental health which has been coming up a lot. It is important to see that we all have interests in what we think we should be doing this year. The interests listed are: a budget analysis of last year, representation for departments and increasing senator engagement, more advocacy, education and training, updating the website to include detailed information about External Affairs and getting involved in SAGE, more collaboration between GPPSS and ASUW, programming staff training/protocol, senator orientation and training (which means we will need help from Executive Senator, being proactive/rather than reactive, Health sciences departments representation, mental health, equity and inclusion, especially for int'l students (we have a FIUTS liaison). It was nice that everyone's interests are in line with whatever we are already working on this year. We're all on the same page about what our objectives are. It's all things we can do this year. Even if we get 4 people from departments historically underrepresented that's progress. We destigmatize mental health in anyway, that is progress. If interested in any of these projects, reach out to people and start to get involved.

5. Bylaw Amendment

6:03 PM

Sydney Pearce: Motion to amend agenda and move this item to the next meeting.

Amy Gabriel: Seconds.

6. Ipad Purchases

6:04 PM

Kelsey Hood: The Organizing Director, Abby, had this idea for voter registration efforts. It won't be use a lot for that this year since the deadline is coming up but it would be good for the future. The Ipad could be used for voter registration, but would also help events people for stuff onsite. We are purchasing an Ipad with a keyboard and case that would belong to GPSS.

7. Poll Everywhere

6:05 PM

Giuliana Conti: Comments that she is trying to address roadblocks to attending meetings. One of ideas is to lower the number of surveys GPSS sends out by spreading out the questions in meetings. With Poll Everywhere we can update a spreadsheet of who is in the account and can have ongoing contact with senators. We would have to be careful to not make decisions online, but we want to engage them when we have them in the room. With Poll Everywhere will have greater participation then if the survey is just sent out. We would have 24/7 help and tutorials online. Could use it for committees or different events. Poll Everywhere has the potential to expand our reach in how we communicate with senators.

Is there anyone who can partner with her to work on this? Would not be for the first meeting, but would be nice to have by the second.

Jackie Wong: Volunteers to work with Giuliana Conti on Poll Everywhere.

Sydney Pearce: Point of information: Would this replace slide-o? Does ASUW utilize this?

Casey Duff: Yes, use the clickers for voting – have a live screen with senators' name and changes color when vote. Works with a link. Just has options as yes/no/abstain.

Giuliana Conti: Can use clickers in the future, but Senators could use their phones or computers. It's live and because senators have to register, we could see which senators voted for what.

Sydney Pearce: Expresses concern about going back and forth between Slide-o and Poll Everywhere.

Giuliana Conti: The benefit of Poll Everywhere is we can have people submit questions, so has functionality of slide-o with more. So slide-o will be replaced if we can have same function.

Robby Perkins-High: Is this going to be used for instant feedback in the meetings or as a formal thing?

Giuliana Conti: I want to research more about confidentiality issues, disability access and that it's not too complicated, or problematic like losing voting data. Hands can be counted with multiple witnesses. But if lose online data, we lose the vote which would be an issue. She wants to see how Poll Everywhere would fit in the senate meetings. And come up with a proposal that would clearly list what the capabilities are and what we would use it for. We don't have to pay for it because we already have an account through UW. Doesn't want to pay a company if this could potentially cover all of our bases. After research and watching videos, will bring information back to Exec Meeting.

Robby Perkins-High: Renee, is there any info on the legality of using this?

Renee Singleton: It depends on the system. If all the system does is record yes/no/abstain votes, then the same as paper. We just need to make sure the information it is available if people request it.

Giuliana Conti: We could differentiate between type of vote. In live voting we have to cross reference to make sure that only senators are voting. Under the pressure of time and it being live, we still need to make sure only Senators are voting.

Noelle Symanski: On Poll Everywhere you can see who is voting, so would just limit it to senators.

Jackie Wong: Regarding web conferencing and that sort of stuff – is it too complicated for now?

Giuliana Conti: Responds that the feedback that we got that is really valuable we are already trying to redesign the wheel in some ways, so adding that could make things more difficult and complicated. There are a lot of considerations at play that we do not have time for. Would like to see us continue to explore this so that maybe there is a way to figure it out. But agree with feedback that now is not the right time. If going to be potentially incorporating Poll Everywhere we could potentially build on it in the future.

8. Senate Meeting Agenda

6:17 PM

Giuliana Conti: Notes that people can add what they think in the google doc.

Robby Perkins-High: According to the Bylaws the Treasurer has to present to the budget at the first meeting of the year.

Jackie Wong: Date needs to be edited.

Giuliana Conti: Where are we meeting?

Amy Gabriel: Alder auditorium

Giuliana Conti: We need to figure out each item and how long it will be.

Sydney Pearce: Can we go through and get rid of some?

Giuliana Conti: We'll start with intros at the start of the meeting.

Sydney Pearce: Asks if it will be just officers or also executive board introductions?

Giuliana Conti: Responds it will be with executive board

Amy Gabriel: Agrees that an introduction to the Executive Board would be helpful because she did not understand it at first.

Sydney Pearce: How much time?

Giuliana Conti: 5 minutes

Giuliana Conti: Notes there will be a committee presentation round robin, during which each person who leads a committee will come up and give a 5 sec overview.

Kelsey Hood: Suggests each person with a committee sets up in a different part of the room and then its speed dating style where the senators are getting up and talking with people.

Giuliana Conti: Understands that was going to happen at the second meeting so more senators are present, but notes that this is up for discussion.

Kelsey Hood: Comments if that's the case we should just send some info out in the minutes rather than have two presentations. LAB is running on a tighter schedule so having more people involved would be good.

Giuliana Conti: Adds the idea was a very brief presentation of the committees so interested people will have two weeks to contact those who oversee the committees, then by the end of the second meeting people are committed. She thinks it would be good to include a slide.

Amy Gabriel: Comments it might get really loud with a speed dating type activity.

Jackie Wong: Asks would it be realistic to have a list of committees posted on the website so senators can see it?

Robby Perkins-High: Comments that Finance and Budget funding opens on the 15th and that if the committee is not formed yet, Exec board has to hear the requests.

Renee Singleton: Funding normally opens on the 8th but it has been moved to the 15th

Kelsey Hood: Suggests that we could just have the senators read the onboarding docs and tell them we'll discuss at the next meeting.

Sydney Pearce: Adds that if noise is a concern the round robin could happen at the pizza social.

Giuliana Conti: Responds that the last time round robins happened, it wasn't so loud you couldn't hear anyone, but it was hugely helpful.

Amy Gabriel: Suggests doing it at the first meeting because she tried hard to get a lot of senators to this first meeting. Then those who miss the first meeting can read the packet later.

Giuliana Conti: Responds that her understanding is that the first meeting is the least attended because a lot of departments take a long time to figure it out and people are still figuring out their class schedules. Amy, as last year's office manager who oversaw the roster – do you feel like we're in a good place with attendance?

Amy Gabriel: Yes, it is looking good so far. Some schools have different systems – law school's election isn't until October, but for the most part it should be good.

Noelle Symanski: Adds that it should happen in the first meeting because the point should be interactive and engaging for the people who are there.

Giuliana Conti: Comments, in consideration of those who have not yet been onboarding, we should encourage GPAs to say that we are working to get senators in sooner and anyone interested in running has to go to the meeting, even if not necessarily already a senator. Then can see if they like it.

Kelsey Hood: Adds that if senators are not reading senator orientation docs, then can have them as handouts for the second meeting for a quick refresher

Giuliana Conti: Okay so committee round robin in first meeting.

Sydney Pearce: Notes that she will be missing the first meeting.

Kelsey Hood: Asks if her staff can do it.

Sydney Pearce: Notes that she will check with the staff.

Giuliana Conti: Says that anyone who runs a committee needs to find someone to do the round robin. She would like some guidelines for it. Is there anyone who would be willing to set the structure for how it's going to work? It will be 10 minutes long.

Amy Gabriel: Adds that it would be good, if possible, to ask current and existing senators to be the leads— it would be a cool way to engage senators. She would be happy to work on it.

Giuliana Conti: Comments that whoever runs a committee – find someone who can do it with you. I want a room map with exactly where committees will be located so people can find where they were going.

Kelsey Hood: Motion to extend time by 1 min.

Robby Perkins-High: Amends the motion to extend time by 10 mins.

Amy Gabriel: Seconds.

Kelsey Hood: Adds she is happy to help Amy Gabriel.

Sydney Pearce: Notes that *parli pro* is at beginning.

Justin Camputaro leaves.

Giuliana Conti: Adds that Matt's resolution needs a second reading. It is an action item.

Robby Perkins-High: Asks whether people will be confused by it.

Giuliana Conti: Comments that it is an onboarding exercise

Robby Perkins-High: Disagrees.

Giuliana Conti: Adds that she does not know if we can move a second reading to the second senate meeting. We can do that if we do not think senators will be ready to vote on it.

Amy Gabriel: Shares that the senators will not have read the resolution yet.

Giuliana Conti: Comments that the resolution would need to be sent out a week ahead and that the action item could be tabled during the meeting.

Robby Perkins-High: Notes that voting will depend on the Bylaws since it may be considered a new Senate body.

Renee Singleton: What do your bylaws say?

Robby Perkins-High: Will review the Bylaws.

Jackie Wong: Suggests that ask the Senate and if people would like more time to read it, it should be tabled.

Giuliana Conti: Comments that the year goals is tabled until next Exec meeting for Senate Meeting on Oct 24th. Because many senators have been liaisons, we need to send them a survey and say this is how our voice gets out to campus.

Kelsey Hood: Notes that she wants to make a brief statement about things on state and federal level to get people engaged. Will need 5 minutes.

Giuliana Conti: Adds announcement of Executive Senator elections.

Robby Perkins-High: Requests 5 minutes for presentation on the budget.

Amy Gabriel: Asks what is item #8, New Senator Orientation?

Sydney Pearce: Notes that it says Jackie and grant were doing that.

Jackie Wong: Says she would prefer to work with someone who has done it before.

Amy Gabriel: Volunteers to do the New Senator Orientation with Jackie.

Giuliana Conti: Adds that Jackie and she are working on online voting and bylaw amendment for ASUW, but she does not think that the first meeting is the best for it.

Sydney Pearce: Suggests they do it at the second meeting with others.

Zhiyun Ma: Requests 5 minutes for her study?

Giuliana Conti: Comments the Exec. Committee still needs to review it because it is a different study than the committee looked at before. She suggests a few minutes for you to tell everyone what the study is, then in between the first and second senate meeting, the Exec Committee looks at it and then Senate body votes on it at the second meeting. Notes that it would have to be presented today to get on the Senate Meeting agenda.

Noelle Symanski: Asks what is the study?

Zhiyun Ma: Responds that it is her capstone in which she is looking at international graduate students who are serving in senator or liaison roles.

Noelle Symanski: What does GPSS need to approve about it?

Zhiyun Ma: She will be recruiting GPSS senators and international students for the study and that she wants approval to do the study.

Giuliana Conti: Adds that if people disagree and say she cannot do her research there, she may have to reach out individually. She does not formally need it, it is just a sign of good faith.

Noelle Symanski: Comments that if it is just a sign of good faith, should do it at first meeting.

Giuliana Conti: Asks whether they should have the document or would it be priming and affect their input?

Zhiyun Ma: Motions to extend time by 2 minutes.

Jackie Wong: Seconds.

Sydney Pearce: Motions to amend the motion to extend time by 10 minutes.

Kelsey Hood: Seconds.

Zhiyun Ma: Comments that she is just recruiting participants and that she is not going to share the whole proposal with people.

Robby Perkins-High: Says that if she is just letting people know that she is doing study and then individually recruiting people there is not a problem.

Giuliana Conti: Asks how long Zhiyun will need? 5 minutes?

Zhiyun Ma: Yes.

Renee Singleton: When are you going to let senators introduce themselves?

Giuliana Conti: They can do that at the pizza party. First Executive Board introductions, but we need a section for who GPSS is and what we do, with a sentence about committees.

Giuliana Conti: Next item is New Senator Orientation.

Robby Perkins-High: Asks what does that mean?

Amy Gabriel: Suggests just do a single slide summary of what the information in the packet.

Giuliana Conti: Next item is Parli Pro, 5 minutes.

Sydney Pearce: Notes that Parli Pro has taken longer in the past.

Noelle Symanski: Suggests 2 minutes for Senate Orientation and 7 minutes for Parli Pro.

Renee Singleton: Do you have the Parli Pro cheat sheet?

Giuliana Conti: We do. I think the committee round robin needs to be moved up higher so everyone can move around before hearing the budget.

Robby Perkins-High: Comments that doing it first could spare him a conversation about what GPSS spends money on during the round robin.

Giuliana Conti: Asks can it go before the legislative committee update?

Kelsey Hood: Yes.

Giuliana Conti: Any information in the Bylaws about the resolution?

Sydney Pearce: No and looked through online for a memo about it but could not find it. Since the website may not be entirely up to date, so we may want to do a little bit more research.

Robby Perkins-High: Suggests that it is fair say that since it is not the same senate, should give them time to review it.

Jackie Wong: Asks can we talk to Matt?

Kelsey Hood: Responds we can but he's not versed in the resolution process.

Giuliana Conti: What matters for us is the timing.

Abigail Shew: I'm fairly certain if it is a new legislative body, it needs to be put in for first reading.

Giuliana Conti: Agrees, it seems fairer to the senators.

Sydney Pearce: Asks where should we put it? Can we put it right before exec senator introductions.

Amy Gabriel: I think it would be good after Parli Pro because they may not remember what to do if too much time is between.

Giuliana Conti: Offers to take on Matt's resolution with Kelsey Hood, but Secretary is responsible for overseeing the resolution, but not the presentation.

Kelsey Hood: Notes that she just needs to know which resolution it is.

Sydney Pearce: Notes that the bylaws and constitution item is not on the agenda.

Giuliana Conti: Adds that it will be included in New Senator Orientation.

Robby Perkins-High: Point of order we're at time again.

Kelsey Hood: Motion to extend time by 5 minutes.

Casey Duff: Seconds.

Amy Gabriel: Says we can do the bylaws and constitution at the second meeting, giving them time to read it and then discuss during the second meeting.

Kelsey Hood: Notes that Tori did a bylaw quiz last year and put some funny stuff in it to make it more entertaining.

Giuliana Conti: Notes that she would like to encourage staff to be there. Asks if the meeting will only take 60 minutes?

Sydney Pearce: Comments that she thinks it will be longer, so should change it because otherwise will have to move to extend time.

Giuliana Conti: Asks to increase the committee round robin to 15 minutes.

Amy Gabriel: Notes that there are 9 committees.

Jackie Wong: Asks to make it 16 mins.

Noelle Symanski: Motion to approve agenda

Robby Perkins-High: Seconds.

Giuliana Conti: Approved as amended.

9. Announcements

7:01 PM

Renee Singleton: Announces there will be free professional headshots this Friday 1pm-3pm in the basement. Could be used for the website.

Kelsey Hood: Asks question about the agenda. Are we doing the officer reports? I move that all officer reports get sent out with minutes rather than in the min.

Sydney Pearce: Notes that she would like to make an announcement.

Kelsey Hood: Responds that there is a section for announcement.

Giuliana Conti: Announces there will be a Poll Everywhere training soon. Maybe Jackie will attend.

10. Adjournment

7:02 PM

Kelsey Hood: Moves to adjourn.

Jackie Wong: Seconds.
