



## GPSS Vice President of Administration Quarterly Report: Summer 2022

### New Student Orientations and GPSS Recruitment

- Liaised with Graduate Program Advisors (GPAs) to facilitate GPSS representation at new graduate and professional student orientations across Seattle Campus
- Created a GPSS Orientation Presentation Request Form (Google Form) for Graduate Program Advisors (GPAs) and Department Administrations to collect necessary information for each orientation
- Administered a shared, master spreadsheet of orientations to schedule and coordinate GPSS Representatives to attend as many orientations as possible
- Created both short and long versions of a standard GPSS Overview Presentation to be used at orientations, as well as a pre-recorded Presentation option when a GPSS representative could not be present in person.
- Updated and distributed the GPSS GPA Handbook to GPA to help provide background information and resources to GPAs and to promote GPA understanding of the GPSS Senator selection and confirmation processes
- Tabled in Red Square during the Student Activities Office (SAO) Registered Student Organization (RSO) fair.
- Planned and hosted a GPSS Open House for graduate and professional students
- **Results:** GPSS attended approximately 50 separate new graduate and professional student orientations across departments, reaching approximately 1000 new students at orientations, as well as many more at the RSO Fair and Open House.

### GPSS Meeting Requirements and GPSS Records

- Collaborated with the UW Office of Public Records and Open Public Meetings and UW SAO to create new guidelines for public comment in GPSS meetings to ensure compliance with new stipulations of the Open Public Meetings Act (OPMA)
- Drafted, revised, and presented Executive Memo M-01.22-23, "Memorandum on GPSS Public Commentary Policy," to the Executive Committee; this memo was adopted by the Executive Committee on 09/26/22
- Created a new officer email for the VP of Administration and implemented transition protocols between this new email and the previous Secretary email.
- Facilitated compliance with Parliamentary Procedure at GPSS Executive Committee Meetings.
- Liaised with the GPSS President with regard to a GPSS Website update, beginning the implementation of new systems of attendance and voting.

### Overview

Following two years of remote engagement during the COVID-19 Pandemic and one year without an administratively-focused GPSS Officer, Summer 2022 was a very successful quarter in terms of awareness-raising and recruitment, as well as refocusing the organization towards reliable record keeping and administration. (This report was written and submitted by Jack Flesher on 01/06/2022.)



## **GPSS Vice President of Administration Quarterly Report: Autumn 2022**

### **GPSS Senator Onboarding**

- Coordinated multiple new Senator orientations, both as stand-alone events and at GPSS Meetings (as agenda item presentations and during working group time)
- Updated and distributed the GPSS Senator Handbook, including the addition of GPSS parliamentary procedure guidelines and “Cheat Sheets”
- Drafted and presented two resolutions that, after being passed by the Senate, led to the creation of non-academic seats for Leadership Without Borders (LWB) and the Center for International Relations and Cultural Leadership Exchange (CIRCLE).
- Confirmed 76 Senators across approximately 50 departments with Graduate Program Advisors (GPAs) and Department Administrations
- Designed and maintain(ed) the official GPSS Rosters for 2022-2023, both as preadsheets and on the GPSS website
- Updated and maintain(ed) GPSS email lists for Senate, as well as
- Reviewed, implemented, and troubleshoot the new GPSS Website attendance and voting apparatuses
- Collaborated with the GPSS VP of Internal Affairs to onboard the GPSS Office Director and Senate Director, including orientation to the specific tasks of their jobs and the facilitation of their access to emails, accounts, and transition documents and protocols.

### **GPSS Meetings and Events and Committee Work**

- Created materials for GPSS Meetings, including PowerPoint presentations, attendance forms, ballots, QR codes, shortened URLs, polls, and Website entries to facilitate Senate proceedings
- Reviewed and administered parliamentary procedure at meetings, including parliamentary procedure overviews for Senate, timekeeping, and enforcement of procedures for informed, fair, and equitable participation.
- Reviewed all GPSS Senate and Executive Committee Meeting Minutes as prepared and submitted by the GPSS Senate Director
- Remotely oversaw the digital administration of the GPSS Town Hall on Campus Safety, including Zoom and Pollev preparations and mediation.
- Revived and chair(ed) the GPSS Arts Council, which met four times throughout the Autumn quarter.
- Collaborated with the GPSS Arts Council to plan, prepare, and facilitate a “Craft and Complain” event in November.
- Maintain(ed) GPSS attendance records and bylaws compliance.

### **Overview**

In terms of recruitment, onboarding, and participation across GPSS, the Autumn 2022 quarter was a very successful quarter, helping to rebuild both membership and participation after significant decline during COVID-19. (This report was written and submitted by Jack Flesher on 01/06/2022.)