



**To attend in person:**

The CUB, 2nd floor, the junior ballroom.

**To join via Zoom:**

<https://wsu.zoom.us/j/99876233332?pwd=Yb4CxcU1K8d8hwUoAAlAcEbWax14J.1&from=addon>

Meeting ID: 998 7623 3332

Passcode: 653407

**GPSA Senate Attendance Form:**

<https://forms.office.com/r/GSqtS8TZjT>

**GPSA Senate Absence Request Form:**

<https://forms.office.com/r/YUiuuW1Pq1>

If you want to add items to the agenda, please email the Executive Vice President by the Wednesday before Senate meetings. Minor edits to this agenda can also be suggested over email.

Pay close attention to the Guest Speaker. You are expected to engage in conversation and ask pertinent questions. Some prior research is encouraged so that questions and comments are well-informed.

**Here's the agenda:**

- 05:30 | Call to Order
  - ☞ Approval of Last Meeting's Minutes
    - <https://forms.office.com/r/MMqSQcqmj0>
    - Madison Honig: I motion to approve the 8/27/2024 meeting minutes.
    - Nazua Idris: Second
    - The motion of the 8/27/2024 meeting minutes:
      - Yes: 34
      - No: 0
      - Abstain: 0
    - Marwa Aly: We have reached a majority, and the motion has passed.
  - ☞ Approval of the Agenda
    - <https://forms.office.com/r/cbDYx7GV5e>
    - **Andrew Sutherland:** I motion to amend the meeting agenda from September 9, 2023, to September 9, 2024, and remove the CUB guest speaker.



- **Nazua Idris:** Second
- The motion of amending the agenda meeting minutes:
  - Yes: 37
  - No: 1
  - Abstain: 0
- **Marwa Aly:** We have reached a majority, and the motion has passed.
- **Madison Honig:** I motion to approve the 8/27/2024 meeting minutes.
- **Nazua Idris:** Second
- The motion of the 8/27/2024 meeting minutes:
  - Yes: 50
  - No: 0
  - Abstain: 0
- Marwa Aly: We have reached a majority, and the motion has passed.
- 05:45 | Guest speaker
  - ☞ Vice Provost for Graduate and Professional Education
  - Please share as many questions as possible with our guest speakers using the following form: <https://forms.office.com/r/EBg6uqh2Gz>
  - **Dr. Tammy Barry:** There will be a big change to the thesis and dissertation on formatting. We will be pulling back on the strict guidelines and providing new guidelines. They are updated on the Graduate School website: <https://gradschool.wsu.edu/documents/2014/12/dissertation-and-thesis-formatting-guidelines.pdf/>
    - We will have major requirements at the beginning of the dissertation and thesis, but we will also provide templates to help guide students.
    - We have also been working on changing many of our forms. These forms are still progressing, but they will be on a SmartSheet, a webpage where you can submit your information. Then, you will receive an email with the PDF of those documents. These forms will be mainly used. The program of study is still not a form because it is more specific and complex depending on the department. Our goal is to have all these forms on My.WSU so it would be more accessible for graduate students. While we have this started, it will still be a process to cover all our forms and have them available on My.WSU.
    - We have eliminated the former process for selecting committee members and offered an easier way for people to join your committee as long as your program approves.



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- We also updated our policies, including language changes and the quality of communication. For example, Chapter 9 has drastically changed, now focusing on assistantships. It highlights the significant points and sends them directly to the contract.
  - WSU Graduate School Policies and Procedures:  
<https://confluence.esg.wsu.edu/pages/viewpage.action?pageId=266603505>
- We also helped train faculty and staff on the new graduate student contract. It was cosponsored between labor relations and the graduate school. Anyone who is considered to be working with graduate students or ACEs should attend these meetings.
- The graduate students' paychecks should have been officially gone through and raised.
- **Madison Honig:** Do we have an update on the childcare reimbursement policy? At the same time, getting an additional committee member is pretty tricky. It becomes challenging to work with community members, especially when a community member requires a PhD. It would be valuable to consider this policy.
- **Dr. Tammy Barry: A Washington State Law** requires that the committee members have the same terminal degree the student seeks. However, we deal with things like this when they come up. It is not up to the committee chair to decide who can be on a committee because we still need to regulate it. Regarding the childcare situation, the Union negotiated for subsidies to get reimbursed. There is \$150,000 across the entire system, but the cap for the individual is in the fall \$2025, Spring \$2025, and summer \$1550. We have that money from Central Found, and it has been decided that the program will be run through graduate school. The reimbursement will be on a semesterly timeframe. It is also a first come, first serve approach to addressing this application. There will be a rollout of the application, and it will be a SmartSheet for people to apply. Once the forms go out, the website for the application will be up. It still needs to be approved by the Union, but it will go out in January. We will communicate in advance of the application and what you will need to submit.
- **Ninh Khuu:** Is there an update about the childcare subsidy? A lot of people have been asking, and thank you for sending us the form, which I think we just got on Thursday. Is there a deadline by which you want it back?
- **Dr. Tammy Barry:** That probably came to you through labor relations because we always I, you know more, Kendra is not going to let me talk to you. So Kendra Kendra and her team sent the form to the Union. I



didn't even know they had already done it, but I'm glad they did. No, there's no deadline for when to get it back to us per se. I mean, we would follow up if it lingered too long. If you want a specific timeline, ask Kendra because she manages the communication between WSU and UAW. I'm glad you got it. That's further along than I knew.

- **Ninh Khuu:** Do you know if the grad school plans to send a system-wide email to inform people about the enrollment? Since there's just been a gap, especially for students off campus and especially for Rec. Students. I don't know how Vancouver Spokane students will handle this, but we can't get pharmaceuticals from Cougar Health when our insurance is going through that gap. And this year, the gap was even longer than expected.
- **Dr. Tammy Barry:** Because of the change in carriers. Yeah, that is, you know, the graduate school; I mean, I'm trying to pass the buck, and I will go in tomorrow and make that my 1st communication with people. However, graduate school doesn't handle healthcare administration, and I know you know this now. Because you're on the committee, we don't handle the healthcare administration. I only heard about a delay early last week, and we only found out because we were asking about something completely different. And then we found out, well, no, but because we were worried about it. Some people have a guarantee memo for how their insurance and tuition waiver are being paid, and all those memos are stuck at Cougar Health. They're not making their way to us so we can apply for the tuition waivers, and that's how we found out nobody's enrolled, and I'm like, what? So we happened. We fell backward into that information as well. Because we don't administer the healthcare plan, we sent a memo to program coordinators to tell them. Suppose you have one of those guarantee memos.
- Let us know if we can cancel it, and then you can do two memos, one for insurance and one for tuition waivers. So, tuition waivers weren't delayed as well, but that is. Then, we talked about it with Kendra. And because graduate school and labor relations meet every week, we talked about this problem. They were going to have Cougar Health Services send information about it because they're directly dealing with Aetna, but that hasn't happened, and I even said we could send the information. But we need the information from them because I don't even know what to say in the information. It's not that I don't want to know, but I'm just not dealing with that particular issue, so I will find out what they need to communicate and make sure it gets expressed, even though it won't be my communication.

- 06:05 | 15-minute Dinner



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- 06:20 | Guest speaker
  - ◊ ~~CUB administration~~



- 06:40 | New Business

- ☞ Budget plan for 2024-2025

- **Marwa Aly:** We will discuss and break down the GPSA Budget Plan for 2024-2025. To break down these funds, the SNA Committee approved half 1 million dollars to fund GPSA for the 24-25 academic year. We have the operation. That's the 1st topic in our funds, almost about the assistantships. The scholarships, the benefits for the summer, and also vaccination meetings. Okay, that's why it has nearly half of the approved budget. Then we have the Executive Board account, and this is for the training. This is when the executive board, the chairs, and the officers meet together and get trained on how they will organize the events, and I'll approve the mission for the year.
- Then we have the advertising and communication, and this is with the communication chair, Andrew, and he is doing a great job with us. Professional development Fund 25,000. This PDI was a career development in coordination with the graduate school. So this is for the Programming Committee. I know everyone loves this committee, right? This is where we go together and have social events. \$16,100, internal affairs. The I. I called it the local committee portion. They take care of the bylaws, the ballot, and the election. So 2,800, the budget and finance. It's for two things: the RSO's funding and the childcare programs, and for children, the RSO. We have 42,000, the child program 39,000, and the updates from the graduate school about the child care reimbursements. We can, we can, like, try to adjust the child care fund for the spring because we already signed for the fall. Then we have the scholarships, and I'm sorry again that I didn't update this. So, the community effort they should have. They should have a Separate fund. It's \$44,800. This is where medicine is a share, and then we have the rest of the 29 \$1,008 for the scholarships, but the decimation grants of the 10,000 came from the gift account, which means the scholarships, the academic showcase, and the excellence award only went from the SNA account. But the reservation grants are because of their purpose. We can't use the SNA account for them because GPSA would like to keep the opportunity for the students. So, we choose to use a gift account for it. Then we have the legislative affairs. Yes, and these are all the activities they were proposed to do, and they will have \$17,383.
- Travel and registration grants 75,000. Where is Augustine? Okay. So, by the spring, when we end by the fall, we can add some additional funds to the travel and registration grants. University affair, Rose. So they have \$1,600, and this is when they send out surveys and bowling, and also



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they send out gift cards for the participants. The 1st 50 is correct. Yes. With all of this, the SNA account is \$500,000, adding to that the gift account, which is 1717, an account of \$42,662.98. The total budget for GPSA to start the academic year 2,024-2,025 is 500,000 \$542,663

- **Desmond Iddirisu:** Did we already approve this budget?
- **Marwa Aly:** No, we are just discussing the budget. Next meeting, we will vote to approve the budget.
- **Desmond Iddirisu:** So, will we get a specific budget breakdown?
- **Marwa Aly:** Yes, you all will.
- **Desmond Iddirisu:** But can I get more specifics about the PDI?
- **Sajjad Uddin Mahmud:** Yeah, thanks for the question. I'm the chair of Pdi. So, the PDI is \$25,000. We have two membership institutional memberships. One is Grammarly, and the other is Vphd. So, Grammarly costs us \$10,000 for the whole academic year, followed by the virtual PhD. It cost around. This year, it will go up to \$4,500. So that's around 1,500 \$15,000 out of \$25,000, and the rest \$10,000 we use for different PDI events. And then the event that we offered. You can also see those events on our website. So yeah, that's that \$10,000 we sometimes, if the budget, you know, remains, we also try to contribute to different other events. For example, last year, we contributed \$3,000 to the GPSA Research Expo and collaborated with the Physics department to arrange an external speaker event. We also contributed there as well. And yeah, if you have any department events or anything to share, contact us. If we can contribute, we would love to do that.
- **Adeniyi Ogunkoya:** I remember vividly that in our previous meetings, especially in opening meetings like last week or two weeks ago. Pardon me; there are always perks like you're giving us a jacket, some towel, or something like that. But I realized that this time, not enough of these have been mentioned or listed on your list. Maybe I'm preempting you. You should consider that if it is not here, but if it is here, you may skip it. The second thing is to the last speaker. I am concerned about how the Grammarly program means your selection process. Who is eligible? And for how long do they use it? And how many times one can be eligible. And what are the criteria?
- **Sajjad Uddin Mahmud:** For Grammarly, we gave each of the subscriptions for each semester. For example, this year, we have 205 subscriptions available. We got that from our contract, and we distributed this 205 subscription for each of the semesters, and before each semester, we sent an application. Open the application from our website and ask the students to apply for Grammarly. Now, the selection process. So, PDI is a



joint organization between the GPSA and graduate school, and our graduate assistant, Sydney, is working with us as a partner from our graduate school. Ajay, our senators, and I are working as GPSA. So, for Grammarly, the graduate school handles the selection procedure, and I do not have any input on that to reduce the bias. So the application directly goes to the graduate school assistant, and she decides based on the applicant's criteria; for example, we prioritize giving the Grammarly account to the people who need writing scenarios, let's say they. In the last year, they have to write their dissertation on all these things. So we prioritize that for 1st, and then we go to the like other students from other semesters. So that's how that has to be. That has been done so far, and, as I said, each subscription has been awarded for each semester. So, if someone got this Grammarly subscription for this semester, they can apply for the next semester when the application portal is open and based on their application. He can also get that. So there's no limit on how many times one person can get that as long as they can describe it, but they need to have that they should get that.

- **Marwa Aly: This is related to the first section of your question about the swags. We are facing some waiting time with four imprints. We should go through them because all our swags have the university logo, and once we have everything, you should get all the swags.**
- **Desmond Iddirisu: I just wanted to follow up on the PDI.** I understand there is a partnership between us and the graduate school.
- **Marwa Aly:** I just wanted to find out if they contribute any financial support to the PDI events that we host. So, are you asking about the part of the graduate school?
- **Dr. Tammy Barry:** Yes, to the PDI, yeah. The graduate school contributes the pay and benefits for a graduate assistant. So Sydney Schwindeman is the graduate assistant, and that comes from us, and we pay that directly for her. So it's more, but we also try to see if there are other things we can do for PDI or GPSA, in general. We've done some, you know, funding things whenever we can.
- **Marwa Aly:** I will share the budget with you, and we will discuss, amend, and discuss the GPSA budget at the next meeting.
- **Ajay Barman: The budget breakdown for every section is too long, and we cannot put everything on the PowerPoint.** But if you have any questions related to any specific committee. Please get in touch with the committee chair; you will get a more detailed version of that breakdown.

☞ Robert's rule

- **Nazua Idris:** Explanation of Roberts Rules of Order:





## Duties and responsibilities

Senators will have all the rights and responsibilities of that position enumerated in the GPSA's Constitution and Bylaws and any other rights to which they may be entitled by the GPSA's rules.

1. Senators will attend the meetings of the GPSA Senate.
2. Senators will communicate to their constituents in their respective Academic Units or professional programs the actions taken by the Senate, the Executive Board, or their designated representative(s).
3. Senators will represent the constituents of their respective Academic Units in the Senate.
4. All Senators will attend a mandatory orientation meeting.
5. Senators must share the meeting minutes with their academic units (cc'ing the GPSA office email).
6. Senators will complete other tasks as assigned by the GPSA Senate, the GPSA Executive Board, or a committee of the GPSA.
7. Senators will serve on at least one (1) GPSA Committee.
  - i. Senators will attend the meetings of each committee on which they serve.
  - ii. Senators will complete other duties as required by their committee.
8. If Senators serve on any University committee as representatives of the GPSA, they will report to the Senate the activities of these University committees.

## Voting

- A Senate meeting has a quorum if **a two-thirds (2/3) majority of the voting members** are present physically or through simultaneous aural communication.
- Motions of the Senate will require an **affirmative vote of a majority of the voting members present (50%+1)** unless otherwise specified in the Constitution, Bylaws, parliamentary authority, or standing rules of the GPSA. While counting the votes, the abstains are excluded. For example, if 70 people are present in the Senate and then select "abstain," the percentage will be measured excluding the abstains. We will need an affirmative vote of 31 Senators (50% of 60+1) to pass a motion.
- Matters concerning the GPSA budget's approval or the GPSA funds' disbursement must be approved by **a two-thirds (2/3) majority vote** of the GPSA Senate. For example, if the Senate has 60 members, 40 members have to vote affirmative. If it has 61 people and 40 people vote affirmative, it will not meet the 2/3 requirement even though the difference is minimal.

## Discussing an Issue

As demonstrated during the orientation, when someone makes a motion and there is a second, the chair will open the door for discussion before voting.

During an issue discussion, a Senator can speak only two times. However, their second turn will come after other Senators have spoken. Each time, a senator can say for a maximum of two **minutes**. GPSA follows this rule to ensure more people can share their perspectives or concerns regarding an issue.



## Attendance Policies

1. The attendance policy aims to help ensure regular attendance by members of the GPSA Senate, which is essential for efficient operations and proper representation of Washington State University's graduate and professional students.
2. Attendance policies will be enforced by the Chair of the body for which the attendance policy was violated.
3. GPSA Senators are required to attend Senate meetings and committee functions.
  1. A Senator may be absent from **at most 20%** of the regularly scheduled Senate/committee meetings each semester.
    - i. A Senator may provide a proxy to replace themselves for one (1) regularly scheduled Senate meeting each semester, and the proxy's attendance constitutes the Senator's attendance.
      1. If a proxy is to be sent, the Senator must notify the chair of the Senate and provide the proxy's name and contact information by 5:00 p.m. on the Friday before the Senate meeting.
      2. A proxy cannot vote on behalf of the Senator they are replacing.
      3. A proxy must sign in and verify whom they are replacing for that Senate meeting.
      4. The proxy must be a Member of the GPSA.
    - ii. **Senators must be present during each Senate meeting and always ready to participate, engage, and/or respond. If a Senator has to leave early due to an emergency or unavoidable circumstance, they must notify the Senate Chair (Marwa Aly) at [vpgpsa@wsu.edu](mailto:vpgpsa@wsu.edu). These rules apply to all senators who attend the meeting either physically or via Zoom.**
    - iii. **A Senator may attend a regularly scheduled in-person Senate meeting via Zoom once each semester.** In an emergency, the Senate Chair may allow a Senator to meet via Zoom more than once. It will be done on a case-by-case basis. **Please clearly communicate your plan when you make an accommodation request. That will help us respond to your request faster and more efficiently and save time.**
    - iv. Any Senator in a research and extension center (R&E) may attend all Senate meetings via Zoom.
    - v. **GPSA does not grant an exception to the attendance policy for University-Excused Absences. According to the bylaws, the only case when GPSA grants an exception is when someone is away on a GPSA duty.**

## Consequence of Subpar Performance

A member of the GPSA Senate who is in potential violation of the attendance policy (senate and committee meetings) will be issued a warning, and the case may then be brought to the Senate.

1. If a member of the GPSA Senate is absent from more than 20% of their required Senate meetings, Executive Board meetings, or committee functions, the Chair of the Senate, GPSA Committee, or Executive Board will send a warning letter for violating Attendance Policies.
2. After a senator receives a letter regarding their violation of the attendance policies, the matter will be brought to the Senate for sanction or other resolution at the next regular Senate meeting.



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- **Senator:** I have a question about proxies. Let's say, theoretically, I'm sending one proxy. Can it be Joseph who is also here? But he's also a part of the okay.
- **Nuzau Idris:** it doesn't have to be some person outside of all.
- **Joseph Akowuah:** So, follow-up question: If that is possible, does that mean that the person already a senator and seven as a proxy for an absent Senator will have two votes?
- **Nuzau Idris:** No
- **Adeniyi Ogunkoya:** What is the purpose of the proxy if they cannot have a vote?
- **Ajay Barman:** The reason for the proxy is when a particular senator represents their specific department. So, if a department person from that department cannot come to the Senate meeting, it's expected that the person will send a proxy for that Senator. Someone from that department may come to the Senate meeting. They will get all the information, and they will go back. And the person who did not come to the Senate meeting. He will get all the information. What happened in our Senate meeting, what we discussed in the Senate meeting, what the vote occurred in the Senate meeting, and the Senator who could not attend the meeting. The person will get all the information from the person who attended the Senate meeting as a proxy, and we do not allow them to vote because they are not elected from their department to represent in the GPSA. So that's why, even though the person is not voting, the primary intention is to be the proxy so that they can go back to their department and let the Senator know what happened during the Senate meeting, even though they missed it.
- **Senator:** I know this was an issue last year. It was the location of our meetings for me in the winter. I don't like being on campus late at night because I prefer to do these meetings on Zoom. But when I look at the schedule, all but one is on Zoom, and we only have one excuse to have another on Zoom. Is there any way we could make changes to this?
- **Nazua Idris:** I know the majority of Senators wanted it on. Zoom that. You have to discuss this during the Executive Board meeting, but, as far as I remember, from last spring, during the terrible weather, the in-person meeting was moved to Zoom Meetings. For one of the meetings, there was an option for you to either come in person or let Aj. And Marwa knows that you will be attending via Zoom. So, in cases of weather emergencies, there can be accommodations.
- **Ricardo:** I have a question regarding the attendance policy. It could have been more apparent to me that the university excused absences. For example, last semester, I had to attend three conferences, and like in that



case, how did I like it? Do I get the penalty for missing? Or how does that work?

- **Nazua Idris:** According to the bylaws, those are not GPSA excused absences because that's for your academic endeavors. So, as already mentioned, you can kind of reach out. You cannot miss the meeting, but you can request an accommodation, for you know, attending via Zoom, and it will again be dealt with on a case-by-case basis.
- **Folake Okor:** So, does that mean I am not absent?
- **Nazua Idris:** You can only use a proxy for one meeting.
- **Tathagata Pal:** I have a couple of questions. The first one is: Is the orientation regarded as one of the official Senate meetings? Yes, yes, okay. And also, to confirm this, let's say I am absent. Can I send Aj, who is already in the meeting, as my proxy, or do I have to send someone who is not?
- **Nazua Idris:** Marwa just mentioned that the rule has been changed but still needs to be updated in the bylaws. So, like from the bylaws. You have to bring someone from the outside even though it doesn't specifically explain.
- **Marwa Aly:** So it's still the same in the bylaws. But we had this exception last year and can continue with it on a case-by-case basis.
- **Pegah Jamali:** I just had a quick question about the proxy. Did you mention that it must be from the same department as the Senator?
- **Nazua Idris:** I don't think so.

☞ Senator-at-large for REC nomination

<https://forms.office.com/r/zfJsDNNveY>

- **Mason Hoskins:** I'm out here at the Prosser Extension Center or IRec and in the office with Ninh. He's right behind me, and we hang out. But yeah, I'm in the Department of Plant Pathology and a second-year master's student.
- **Ninh Khuu:** I motion to vote on Mason Hoskins as the REC Senator-At-Large
- **Madison Honig:** Second
- **Vote of the Senator-at-Large for Rec Nomination:**
  - Yes: 58
  - No: 4
  - Abstain: 3
- **Marwa Aly:** We have reached a majority, and the motion has passed.



- 07:30 | Adjournment

### GPSA Executive Board Reports

**Please get in touch with the corresponding individual if you need clarification or have any questions.**

**President and Executive Board Chair– Ajay Barman; [presgpsa@wsu.edu](mailto:presgpsa@wsu.edu)**

#### **Task Completed:**

- Finalized the dates for the weekly executive board meeting for Fall 2024
- Finalized weekly executive team meeting for Fall 2024
- Assign senators to respective committees
- Travel grant application review
- Conduct Executive Board retreat
- Volunteered during GPSA week of welcome events
- Conduct orientation for GPSA Office Assistants
- Meeting with ASWSU leadership
- Represented GPSA at the Football game

#### **Meeting attended:**

- Meeting with Faculty senate
- Meeting with Interim Vice-Chancellor
- Meeting with the WSU Transportation team
- Virtual SGC steering meeting
- Meeting with ASWSU DOLA
- Special meeting with WSU Transportation
- Meeting with ASWSU President
- Meeting with Programming Committee chair
- Transition meeting with IAC chair



**Executive Vice President and Budget Chair– Marwa Aly; [vpgpsa@wsu.edu](mailto:vpgpsa@wsu.edu)**

**Task Completed:**

- Reimbursement of Summer Day camp program.
- Fall after-school program with WSUCC.
- Prepare the Senate agenda.
- Sponsorship funds for RSOs.
- Travel grant application review
- Present budget overview during the Executive Board retreat

**Meeting Attended**

- Meeting with Interim Vice-Chancellor
- Meeting with the WSU Transportation team
- RSO meetings as requested.

**Vice President of Legislative Affairs and Chair of Legislative Affairs– Tathagata Pal;**  
[gpsa.vpla@wsu.edu](mailto:gpsa.vpla@wsu.edu)

**Task Completed:**

- At the City level, working with WSU TAG to get the Figure-8 bus route
  - At the State level, working on a budget proviso to create a task force for childcare support survey
  - At the State level, I am working on a bill to incorporate graduate and professional students for WCC work exemption
- Travel grant application review
- She attended the Washington Student Association (WSA) retreat with the GPSA President.

**Meeting Attended:**

- Weekly GPSA executive team meeting
- Weekly GPSA executive board meeting
- Meeting with Pullman City Council member Carla de Lira
- SGC legislative affairs meetings



**Chair of Internal Affairs– Nazua Idris;** [gpsa.internal@wsu.edu](mailto:gpsa.internal@wsu.edu)

**Task Completed:**

- Attended the Executive Board Retreat
- Co-presented with the GPSA VP at the Senators' Orientation
- Resolved several issues regarding Senators' appointments
- Collaborated with the GPSA President to design a Qualtrics for the Senators
- Collaborated with the Programming Committee for the first Fall GPSA Coffee Hour
  - Collaborated with the Programming Committee for the first GPSA Restaurant Friday (with Mela)
- Prepared the list of Senators based on their college for the committee chairs
- Emailed call for nominations for the vacant senator-at-large positions
- Prepared handout for the senators to be distributed during the first Fall Senate meeting

**Meeting attended:**

- Met with the GPSA VP regarding the Orientation
- Senators' Orientation
- Met with the GPSA President regarding the vacant Senator positions

**Chair of Communications- Andrew David Sutherland;** [gpsa.communications@wsu.edu](mailto:gpsa.communications@wsu.edu)

**Task Completed:**

- GPSA Website Updates for Executive Team, Senators, & Office Team
- GPSA Website fixed issues
- Developing a University Committee Webpage for GPSA
  - Social Media Promotion for GPSA **Welcome Back Week** (8/19/24 – 09/06/24) and Restaurant Friday for September.
- Developed PDI Advertisements for the Fall 2024 Semester
- Monthly Slate Announcements for Travel Grants
- Collecting teaching resources for students.
- Lauren's Lap Social Media Promotion/Slate Announcements/Daily Evergreen Developed
- Coordinate with the Chair of Programming to advertise future events.
- Social Media Plan to Promote GPSA Members.



**Meeting attended:**

- Bi-weekly GPSA executive board meeting

**Chair of Professional Development Initiative–Sajjad Uddin Mahmud;** [gpsa.pd@wsu.edu](mailto:gpsa.pd@wsu.edu)

**Tasks Completed (in coordination with PDI GA):**

- Arranging emails for upcoming events
- VPhD contract renewal
  - **The first event of the semester:** Professional Headshots Photoshoot, September 12 @ 1:00 pm - 4:00 pm, WSU Pullman Lighty 180.  
Link for registration: <https://gradschool.wsu.edu/pdi/event/professional-headshots-photoshoot-3/>
- Communicated with this year's senators to arrange orientation and bi-weekly meetings

**Meeting attended:**

- Weekly GPSA executive meeting

**Chair Programming - Md. Redwan Ahmad Khan;** [gpsa.programming@wsu.edu](mailto:gpsa.programming@wsu.edu)

**Tasks Completed:**

- Clearly outline GPSA Programming Committee Goals for the 2024-2025 Academic School year and devise a plan to accomplish these goals. See in the upcoming year to ensure increased student involvement.
- Plan GPSA **Welcome Back Week** (8/19/24 – 09/06/24).
  - To increase student knowledge of and participation in GPSA, plan five separate events for the second week of the Fall 2024 semester. The events are as follows: Ice Cream Social (Tuesday, 08/20/24), Welcome Back BBQ (Thursday, 08/22/24), Coffee Hours (Monday, 08/26/2024), Welcome Back Hike (Saturday, 08/31/24), and **Fall 2023's first Restaurant Friday** at Mela Bangladeshi Cuisine (Friday, 9/06/24).
  - Ensure all necessary paperwork is filed for each event, including, but not limited to, Room/Venue reservation, Event Registration, Drink/food Catering, Equipment reservation, sign-in attendance plan, and Agenda for volunteer(s).
  - Design necessary advertisements: Posters/Flyers, CUB Flush Flash, CUB electronic monitor, GPSA website, social media post, Friday Focus, ext.
- Coordinate with the Chair of Communications to advertise future events. Coordinate with the vice president to monitor the use of funds designated for graduate and professional student programming purposes and update the budget when necessary.





- I have successfully implemented all events planned for the GPSA welcome-back week.
  - Begin planning staple events for Fall 2024, including, but not limited to, Restaurant Fridays, Friendsgiving, a Soccer Tournament, and Bowling Nights.

**Meeting attended:**

- Bi-weekly GPSA executive board meeting
- **GPSA Executive Board retreat**
- Numerous planning meetings for welcome week with necessary participants.

**Chair of University Affairs- Golrokh (Rose) Maleki; [gpsa.university@wsu.edu](mailto:gpsa.university@wsu.edu)**

**Tasks Completed:**

- Updating the university committees
  - Reaching out to veteran/military-affiliated graduate students to share resources available at the GPSA
- Introducing our Representatives to University Committees
- Reaching out to the office of The Native American Students to share the GPSA resources

**Meeting attended:**

None

**Chair of Community Affairs- Madison Hönig [gpsa.community@wsu.edu](mailto:gpsa.community@wsu.edu)**

**Tasks Completed:**

- Ordered stickers for upcoming events
- Coordinating upcoming support for SNAP Gap Challenge with Merri Lecoq
- I reached out to Phoenix Conservancy about the upcoming bug hotel event.
- Planning for Fall Food Drive with ASWSU and Crop and Soil Sciences

**Meeting attended:**

- Attended College Hill Matters Meeting
- Attended Bi-weekly GPSA Executive Board Meetings



**Chair Travel Grant: Augustine Triumph Attah, [gpsa.grants@wsu.edu](mailto:gpsa.grants@wsu.edu)**

**Tasks Completed:**

- Reviewed and assigned August Travel applications
- Assisted applicants with technical issues on the grant interface
  - Daily management of correspondence, i.e., calls and emails with students, faculty, and staff.

**Meetings attended:**

- Pullman Police Advisory Committee
- I sent out a meeting invite to new travel grants committee members.