**Executive Report**

From the Office of the Assembly President

Date: April 22, 2016

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**Upcoming Events & Deadlines**

1. Internal Awards ceremony April 29.

**Action Items for Assembly Members**

1. Take GSO leaders (or potentials) out to lunch. See Sample “Business meals form” and “RFF.” Topics of conversation should include GSO mission, how students want to serve ASU community, what GPSA can do to support.

2. **New Members:**
   - a. Complete Assembly Member 30-day onboarding checklist before the next meeting & review all of the supporting packet materials.
   - b. Join Assembly Committees (expect email instructions in early August).

3. **Recruit more Assembly Members!** -
   - https://gpsa.asu.edu/volunteer/ or https://gpsa.asu.edu/assembly/members/

**Accomplishments since previous meeting**

1. 30/41 Assembly seats filled
2. Elections, starting with 27/41 Assembly seats for our special session
3. +9 applications for Assembly seats
4. = 36/41 potential seats filled going into 2016-17
5. Continuing 1on1’s with Assembly members
6. Gov Ops has polished updates to the Bylaws and Constitution
7. Assembly Ops has finished a consolidated version of the GSO funding policies and narratives
8. Annual reviews are in (see below)
9. Transition documents are in process
10. General and Administrative duties: ongoing exec committee meetings, General Assembly activities, website updates.

**Planned accomplishments by next meeting**

1. Assembly Member awards at the internal awards ceremony (10 people will be getting $500 for outstanding service)
2. Conduct Summer Operations and prepare for next legislative cycle
3. Conduct Assembly Orientation before August regular meeting (leadership training? Guest speaker? Branded binders? Etc.)

**Open Issues**

1. Filling Open Assembly Seats (/?41 seats filled going into 2016-17)
   - Apply at: https://gpsa.asu.edu/volunteer/ or https://gpsa.asu.edu/assembly/members/
2. General Assembly member onboarding
3. Assembly member committee assignments
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4. Assembly member engagement and engagement with GSOs
5. Assembly member engagement with departments and Deans
6. General updates to Assembly sections of website - Committees
7. Booking speakers for assembly meetings
8. Migrate GPSA databases from Google Drive to Box.
9. **Assembly Operations:**
   a. TBD Summer Operations
10. **Government Operations:**
    a. Consider adding appendixes to the Bylaws to prevent documents from being lost in transition, such as:
       i. Supreme Court outstanding items: Rules and Procedures Complaint Process, Rules and Procedures Answer Process
       ii. Assembly Orientation Guidelines
       iii. Funding policies
    b. **Constitution and Bylaws**
       i. Make sure bill amendments are all up to date
       ii. Review for any language discrepancies
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Assembly Operations Committee

Assembly Operations Committee Accomplishments (2015-2016)

- **Application Process**: Created new system for application processing using Google Drive, and proposed newer system for next year to use Zoom Grants and make GPSA funding allocations uniform throughout grant programs. This new proposal would create efficiency and streamline the process of allocating GSO funding.

- **New Policy**: Updated the GSO Funding Procedures to a 4 page, easy-to-read document with accompanying GSO Funding Process Overview document. The goal of these documents were to provide new members with quick and easy to digest information on what they need to do to apply for funding.

GPSA Graduate Student Organization Funding Statistics

- **Number of Different Grad Orgs Funded (not including repeat Orgs)**: 65
- **Number of Requests for Funding Received by the Operations Committee**: 108
- **Number of Requests Approved by the Assembly (including repeat Orgs)**: 101
- **Amount Approved by the Assembly in July**: $5,036
- **Amount Approved by the Assembly in August**: $4,836
- **Amount Approved by the Assembly in September**: $4,183
- **Amount Approved by the Assembly in October**: $3,502
- **Amount Approved by the Assembly in November**: $6,782
- **Amount Approved by the Assembly in December**: $10,801
- **Amount Approved by the Assembly in January**: $13,845
- **Amount Approved by the Assembly in February**: $16,322
- **Amount Approved by the Assembly in March**: $8,573
- **Amount Approved by the Assembly in April (expected)**: $6,479
- **TOTAL AMOUNT APPROVED FOR FISCAL YEAR**: $80,359

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1 This number includes accidental repeat applications, declined to defend applications, and not recommended by the Operations Committee applications.
Government Operations Committee
Summary of Accomplishments (2015-2016)

1. Met with executive committee to create plan of action for updating director and executive positions and duties in governing documents
2. Met with executive committee to review proposed changes to the director and executive positions and duties in governing documents; resolved questions and finalized proposal
   a. 5 drafts, 3 rounds of editing
3. Updated the format of the Bylaws, Constitution and Supreme Court documents
   a. Final product: a clickable PDF with a comprehensive numbering system
4. Reviewed Constitution and Bylaws for any discrepancies and resolved issues
5. Reviewed “order of business” and proposed an update (#AB35)
6. Drafted bill to implement new director positions into the Bylaws (AB#40)
7. Drafted bill to accept changes to executive/director positions in one swoop (AB#41)
8. Drafted bill to update Bylaws to consolidate majority voting procedures (AB#__)
9. Reviewed requiring the three Assembly Officers to be from different colleges analogous to the two Presidents requirement to be from different colleges, presented decision to Assembly during March Assembly meeting
10. Reviewed potential conflict of interest for Assembly Officers serving simultaneously as Assembly members, will present decision to Assembly during April Assembly meeting
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Other Notes

Accomplishments of the Office of the Assembly President (2015-16)

Assembly Summer Operations

1. Updated GSO Funding website, application form and Policy Document replacing 5 pages of disorganized and redundant instructions with less than 2 pages of concise chronological instructions and structured examples.

2. Created a 1-page (front and back) Assembly Member on-boarding checklist and complementary packet (physical and electronic) to welcome Assembly Members and quickly orient them to the Assembly. Previous years’ new Assembly Members did not get any written orientation materials beyond the public website and marketing materials.

3. Added $2,000 (~$50 per Assembly Member) to budget for GSO leadership engagement (i.e. coffee, lunches, etc) which has been partially used throughout the year. Previous years’ GSO applicants and Assembly Sponsors had little or no dialogue during the application process, and there was no direct effort or resource allocation to engage students to foster relationships with GSO leaders, create more GSOs, and or host bigger and better events.

4. Implemented structure to segment and prioritize content in Executive Reports: Upcoming Events & Deadlines, Action Items for Assembly Members, Accomplishments Since Previous Meeting, Planned Accomplishments By Next Meeting, Open Issues, other notes, and committee reports. Previous years’ reports were not consistently formatted and often mixed actionable information with reference information throughout the document.

5. Created Assembly Google calendar and published to website so that Assembly members and GPSA officers can subscribe and have their ASU calendar’s automatically updated with event information. In previous years information was communicated ad-hoc via email and or updates to static web pages. Note: making room reservations for the General Assembly Meeting is not a simple task due to the hierarchy of controls set in the ASU room reservation system.

6. GSO funding budget expanded from $60,000 to $70,000 and the Assembly is on track to award all of it, which is directly attributable to Assembly Members efforts per item 3, creating a stronger graduate student community.

Assembly Operations

7. Fully moved to online document repository and distribution of Assembly materials. One communication is sent every Tuesday before the Assembly Meeting. By contrast, previous years’ materials were sent as email attachments, and often on multiple days throughout the week leading up to the Assembly meeting.

8. Implemented systems for tracking and enforcing of our monthly meeting timing rules in our Bylaws with a large LCD clock and tasking the Secretary to monitor and play a cell-phone ringer accordingly. The timer has been effectively acted upon twice during Bill debate where the
Assembly has paused and voted on continuing debate or calling the question. No Assembly members have exceeded their floor time. Executive reports are significantly more concise than previous years; however some executives frequently exceed the allotted time.

9. Committee chairs now provide meeting time and location (or at least tentative placeholder times) in the Assembly Committee registration form. Assembly Members can now better pick committees based on interest and timing compatibility. First meetings are no longer bogged down in logistics, and there are fewer subsequent reassignment requests.

10. GSO event calendar is on the website, publicly providing a convenient Google Calendar with all of our funded events, descriptions, time, location, and GSO contact info. This information used to be communicated ad-hoc through an email list serve only.

11. Regular quality food catering at every Assembly Meeting, previous years had snack trays. Note: this was done within budget by re-allocating funds from printing in moving to a digital system.

**Government Operations**

12. Developed the Supreme Court and got all 5 seats filled with the GPSA President. Previous year identified and update language, but did not fill seats.

13. Updated the Bylaws to consolidate the language of officer duties. Duties for each position are now listed within each position’s duties section. Previous versions had responsibilities scattered throughout the Bylaws including events/activates/groups, and that disorganization resulted in lack of awareness of responsibilities throughout the executive committee.

14. Reformatted the documents of the Constitution and Bylaws for legibility and search ability. Previous versions had multiple fonts, multiple numbering/lettering schemes, skipped numbers, and lacked a clickable table of contents.

15. Updated the Bylaws to make it unequivocally clear that the Presidents and Vice Presidents of GPSA can terminate their respective Directors’ appointments.

**Other Accomplishments of the Assembly**

16. This Assembly has 41 Bills by March 2016 as opposed to 30 by March 2015. The difference is mostly due to more bills proposed by general Assembly Members.

17. Assembly members gave several committee and subcommittee reports to the assembly, which did not happen before.

18. Over 6 groups of Assembly members (exact number TBD) engaged their administrative leadership (dean’s and associate deans) about their programs, which is new.

19. CLAS and Engineering created bills to formally establish themselves as committees in our ByLaws.

20. Assembly members have brought several audience guest speakers to present research and community engagement opportunities to the Assembly.

21. Ten assembly members utilized the GSO leadership engagement funding and spent ~1/2 of the $2,000 funding allocation for meals and community building.

22. Assembly members have been eliciting most new memberships, whereas previous years were mostly led by Executive outreach.
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23. Student Bill of Rights created and passed that summarizes students' rights on campus. This is especially significant for international students.

Other Accomplishments of the President’s Office

24. Met 1on1 (coffee/lunch) with over 20 Assembly Members throughout the year regarding contribution goals for GPSA and how to achieve them. This has resulted in events that would not have otherwise been hosted, administrative leadership engagement, GSO engagement, creation of subcommittees, guest speakers, and all-round better Assembly Member engagement for ASU.

25. Met 1on1 (coffee/lunch) with over 10 GSO leaders throughout the year regarding contribution goals to the ASU graduate student community and how GPSA can support them in achieving those goals. This resulted in over $10,000 worth of additional investment in graduate student organizations to host events that are beneficial to the ASU graduate student community.

26. Led Fulton Engineering Subcommittee meetings with Administrative Staff, and drafted language for a Fulton Graduate Committee for next year.

27. Created and administered an Assembly Member Mid-Flight Engagement Survey to check comprehension of most important parts of being an Assembly Member.

Overall

28. The assembly is much more self-aware, organized, efficient at completing its obligations, and effective working towards it’s mission. We are growing in terms of our service, scholarship, and professional development experiences. We should foster ways to make this growth sustainable.

Recommendations for next year

29. Invest in education/training for Assembly Members such that they can have a professionally guided educational experience and be more effective towards our mission as student leaders. (i.e. how to lead by example, building ASU community through graduate student organization, and legislating in a way that checks and balances the executive branch to ensure that student fees are being invested in a democratic manner, competently, and on mission).

30. Make incentives clear to Assembly Members during onboarding (i.e. $500 service scholarships for outstanding committee member, Assembly member, etc.). Multiple committee chairs have complained of lack of engagement and no-shows on committees.

31. Invest in management training for committee chairs such that they can make good use of their opportunity to practice managing others in a professional setting.

32. Provide a scholarship incentive for retention and good standing in the Assembly. The Assembly was at best ¾ full. Several Assembly Members had unexcused absences (no-shows), several were dismissed for repeats per our Bylaw. Given the workload expectations of Assembly Members 3-5 hours per week, the criticality of their work (they do all the heavy lifting on the committees, and bills can’t pass without them), and the high interest in student scholarships
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and support expressed at the leadership summit, it’s in ASU and GPSA’s best interest to provide its student leaders with scholarship awards to both support student and foster competition for Assembly Seats.

33. Provide a substantive service scholarship for committee chairs to make those roles sustainable.
34. Migrate document management system from Google drive to Box for better collaboration, editing, controls, viewing, commenting, etc.
35. Stop catering Assembly Meetings, and instead have optional Friday 5pm happy hour / social dinner with all Assembly Members Execs & Directors after Assembly meetings at nearby restaurant per recommendation from the USG Presidents at the ASASU leadership summit.

For the Office of Internal Affairs

36. Re-evaluate the language in the individual travel grant application process materials for our students. Not all instructions are in chronological order, and in one case URGENT CONFIRMATION REQUIRED is buried in an over 1,000-word email with an ambiguous subject headline of “notification.” This is our largest funded program ~$400,000 utilized by over 1,000 graduate students at ASU, and currently has by far the highest volume of application errors and student complaints.