

## **Graduate and Professional Student Association 2018-2019 Service & Activity Fee Request**

### **About GPSA**

The Graduate & Professional Student Association (GPSA) is the student government for graduate and professional students at Washington State University. We represent all Pullman fee-paying graduate and professional students. GPSA's vision statement is to enrich the graduate and professional student experience academically, professionally and socially while at WSU. Currently, GPSA is advised by Student Involvement.

### **GPSA Mission**

The Graduate and Professional Student Association: 1) Advocates on behalf of graduate and professional students at the university, local, state and federal levels to increase affordability and accessibility; 2) Provides academic, professional and financial support services for graduate and professional students; 3) And, facilitates interdisciplinary communication within the graduate and professional student community.

### ***Programs, Activities and Services provided by S&A funds***

#### **Professional Development Initiative (PDI)**

An important facet of graduate and professional school is preparation for entering the workplace. GPSA and the Graduate School have continued to partner to expand the the Professional Development Initiative (PDI). Aiming to provide a full range of programs, training opportunities, and resources to graduate students that will expectantly prepare students for career success as innovative future leaders. This initiative is supported through collaborative partners at WSU, including GPSA, the Graduate School, and all Colleges. For the 2017-2018 academic year, GPSA's Professional Development committee, in conjunction with the PDI, has organized 44 events and served over 1000 attendees. For the 2018-19 is academic year, GPSA is once again requesting \$30,000 to maintain our mission, vision, and collaboration with the Graduate School.

#### **Evening Child Care Subsidy (all grad & prof students eligible)**

The Evening Childcare program is invaluable because it provides subsidized childcare for graduate and professional families. Student-parents paid a one-time \$50 registration fee per family per academic year to access childcare, Monday-Thursday, 5:30-9:30pm. Historically, GPSA has allocated \$60,000 to the WSU Children's Center \$60,000 each year to run the Evening Childcare program. After speaking to the Children's Center this year, GPSA has agreed to request \$75,000 from the S&A committee to maintain the level of service to student-families due to the rising costs of care. As of February 2018, 33 student-families with 59 children utilized the program over 2,000 times. Without GPSA's contribution to this service, the evening child care program provided by the Children's Center would not exist.

**Travel and Registration Grants (all grad. & prof. students eligible)**

Travel to professional conferences and presentations of research are essential elements to graduate and professional education. Thus GPSA travel and registration grants are the primary means by which we provide financial support of our constituents (through fall, spring and summer grant allocation periods). The travel grants are reimbursements to graduate and professional students to defray the cost of travel and conducting research. Thus far in the 17-18 school year, GPSA awarded nearly 200 students with a travel/registration grant with a third application period closing in April.

**GPSA Research Exposition (all grad. & prof. students eligible)**

The Research Exposition furthers WSU's "Drive to 25" mission by providing an opportunity for graduate and professional students, faculty, peers, alumni and community members to collaborate, network, and celebrate the diverse and cutting-edge research that is conducted by graduate and professional students. This year's exposition was a resounding success with 121 abstract submissions from across the university.

**Affiliate Funding (all RSO's with > 50% grad. & prof. student population eligible)**

GPSA serves as an important conduit of funds for registered student organizations that provide engaging experiences here at WSU. RSOs use the funds to invite speakers, host conferences, conduct veterinary trainings, create networking opportunities, and conduct service-based projects across the state of Washington in the Fall 2017 period, GPSA awarded funds to 28 groups in order to provide opportunities that would otherwise be unavailable to graduate and professional students on campus. GPSA aims to fund a similar number of RSOs in Spring 2018. The \$30,000 request that we make to S&A is essential for these groups to promote and enhance their missions.

**Community Building (open to all grad. & prof. students)**

In an effort to nurture the development of collaborative relationships and create a community of graduate and professional students, GPSA creates student-focused events. These events include but are not limited to, athletic event tickets, family centered outings, and events sponsored by GPSA and hosted by constituency organizations, in order to provide a forum for socialization and collaboration outside of the classroom and across the university.

**Leadership Development & Advocacy**

In an effort to increase civic engagement for our constituents, GPSA provides, participates, and collaborates in leadership development and student advocacy opportunities. In collaboration with ASWSUs across Washington State, the Presidents of GPSA collaborate through the Student Government Council (SGC) to advocate for all student populations. In the 2017-2018 school year, GPSA sent 3 student representatives to the National Association for Graduate and Professional Students (NAGPS). The National Conference where graduate and professional students were able to network with other students from across the country and discuss needs of graduate/professional students nationwide. In addition to the National Conference, GPSA sent 5 student representatives to NAGPS Legislative Action Days (LAD). LAD is an event where

students can meet with federal representatives and advocate on the behalf of graduate and professional students. In April 2018, GPSA will be sending 8 college representatives to the NAGPS Western Regional Conference. GPSA also participates in civic engagement at the state level by sending 10 college representatives to Cougar Day At The Capitol this past January. At "Cougar Day," students were able to advocate for graduate education and research with state representatives.

### **GPSA Coordinator**

The GPSA Coordinator position was filled March 2017 and has been instrumental since then. Since last year, the Coordinator has been providing administrative support for GPSA by filing Purchase Orders and scheduling rooms. Moreover, the Coordinator has aided in processing the paperwork for GPSA Affiliate Funding and GPSA Travel and Registration Grants. Lastly, the Coordinator has provided, direction, vision, leadership, and support for our GPSA officers. His salary will be slightly increased because of the WSU 1% staff increase.

### **President and Vice President, and Vice President of Legislative Affairs (VPLA)**

The GPSA President and Vice President are elected officials. The VPLA is confirmed by the Senate body. These positions are open to any Pullman campus, fee-paying graduate or professional student. Each position is paid by assistantship and receives a tuition waiver. GPSA has entered into a Memorandum of Understanding with the Graduate School, whereby GPSA will request S&A funds to fully remunerate the tuition of two full time graduate/professional students each academic year. In return, the Graduate School will provide one full time, academic year graduate student tuition waiver for one of the three Executive Office positions.

### **GPSA Senate and Executive Officers**

GPSA has 8 College Representatives from each College and 60 Senators representing every department on campus. Each College Representative and Senator undergoes a comprehensive, 3-hour orientation on the roles and responsibilities of GPSA members. We found the orientations to be extremely beneficial, and we hope to extend the College Representative retreat, while continuing the Senator Orientation next year. Our GPSA bodies meet weekly and bi-weekly for Executive Board meetings and Senate meetings, respectively. These forums offer an opportunity for students to voice concerns, advocate for their constituents, and exchange ideas.

### **GPSA Study Center**

The GPSA Study Center is a vital space for graduate and professional students as spaces to do work and study can be limited. Located in the library, the GPSA Study Center provides students a quiet place to study; conduct research and have study groups. During the 2017-18 academic year, GPSA was awarded \$60,000 from the S&A committee to improve the center. With the generous allocation from S&A, GPSA was able to buy new furniture and equipment, install private study rooms, buy computers and software, and improve the aesthetics of the center. Since the new additions to the center, we have had nearly 500 students visit the center over 7,000 times. That is an increase from the 16-17 academic year.

**GPSA 6601-0901**

**S&A Fees Budget vs Actuals Report**

Revenue Sources	2017-2018 Request	2017-2018 S&A Committee Approved Budget	2017-2018 Adjmnts to Revenue Sources	Balance / Difference
Beginning Balance (Prior YR Carryforward)	-	-	3,000	(3,000)
S&A Fees ACADEMIC & SUMMER*	575,501	575,501	575,501	-
S&A Fees One-Time	-	-	-	-
S&A Fees Capital	60,000	60,000	60,000	-
<b>TOTAL S&amp;A FEE REVENUES</b>	<b>635,501</b>	<b>635,501</b>	<b>638,501</b>	<b>(3,000)</b>
Non S&A Fee Revenues	-	-	38,500	(38,500)
<b>Total Non S&amp;A Revenue</b>	<b>-</b>	<b>-</b>	<b>38,500</b>	<b>(38,500)</b>
<b>Total Revenue (S&amp;A and NON S&amp;A Revenue)</b>	<b>635,501</b>	<b>635,501</b>	<b>677,001</b>	<b>(41,500)</b>

**Expenditures**

Object	Expenditures Description	2017-2018 Request	2017-2018 S&A Committee Approved Budget	2017-2018 Estimate of Expenditures	Balance / Difference
<b>00</b>	<b>Salaries</b>				
	Faculty/Administrative Professional	43,500	43,500	43,500	-
	Civil Service (Classified Staff)	-	-	-	-
	Graduate Assistants	92,993	92,993	92,993	-
	add additional category	-	-	-	-
	<b>Total Salaries</b>	<b>136,493</b>	<b>136,493</b>	<b>136,493</b>	<b>-</b>
<b>01</b>	<b>Wages</b>				
	Clerical Assistant/Admin	9,827	9,827	7,927	1,900
	Senator/Director Wages	54,112	54,112	48,112	6,000
	0.5% Holdback	-	-	280	(280)
	add additional category	-	-	-	-
	<b>Total Wages</b>	<b>63,939</b>	<b>63,939</b>	<b>56,319</b>	<b>7,620</b>
<b>07</b>	<b>Employee Benefits</b>	24,554	24,554	24,554	-
	<b>Total Personnel (Salaries, Wages &amp; Benefits)</b>	<b>224,986</b>	<b>224,986</b>	<b>217,366</b>	<b>7,620</b>
<b>02</b>	<b>Personal Service Contracts</b>	-	-	-	-
<b>03</b>	<b>Goods and Services</b>				
	Advertising	9,500	9,500	9,459	41
	Computing Services	2,000	2,000	2,000	-
	Copying & Printing	4,500	4,500	4,352	148
	Education	-	-	-	-
	Lobby / Guest Travel	16,300	16,300	16,724	(424)
	Meals	-	-	-	-
	Office Supplies	4,500	4,500	1,153	3,347
	Programming	-	-	-	-
	Registration	-	-	-	-
	Services / Events	143,700	143,700	140,257	3,443
	Telephone	-	-	-	-
	Training	10,500	10,500	10,257	243
	Other Expenses	-	-	-	-
	<b>Total Goods and Services</b>	<b>191,000</b>	<b>191,000</b>	<b>184,202</b>	<b>6,798</b>
<b>04</b>	<b>Travel</b>	10,000	10,000	9,853	147
<b>06/16</b>	<b>Equipment / Capital Equipment</b>	-	-	-	-
<b>08</b>	<b>Grants and Subsidies</b>	119,515	119,515	119,515	-
	<b>Capital / Facilities Projects</b>	60,000	60,000	54,200	5,800
	<b>Reallocations to Other Groups (list narratively)</b>	30,000	30,000	90,000	(60,000)
	<b>Total Expenditures</b>	<b>635,501</b>	<b>635,501</b>	<b>675,136</b>	<b>(39,635)</b>
	<b>Estimated Ending Balance</b>	<b>-</b>	<b>-</b>	<b>1,865</b>	<b>1,865</b>

**GPSA 6601-0901**

**2018 - 2019 S&A Fees Allocation Request**

Revenue Sources (ALL)	2017-2018 S&A Committee Approved Budget	2018-2019 REQUEST	One-Time & Capital REQUEST	2018-2019 TOTAL Request	% Increase
Beginning Balance (Prior YR Carryforward)	3,000	-		-	-100%
S&A Fees ACADEMIC & SUMMER*	575,501	576,439		576,439	0%
S&A Fees One-Time	-		-	-	0%
S&A Fees Capital	60,000		-	-	-100%
<b>TOTAL S&amp;A FEE REVENUES</b>	<b>638,501</b>	<b>576,439</b>	<b>-</b>	<b>576,439</b>	<b>-11%</b>
Non S&A Fee Revenues	38,500	30,000		30,000	-22%
<b>Total Non S&amp;A Revenue</b>	<b>38,500</b>	<b>30,000</b>		<b>30,000</b>	<b>-28%</b>
<b>Total Revenue (S&amp;A and NON S&amp;A Revenue)</b>	<b>677,001</b>	<b>606,439</b>	<b>-</b>	<b>606,439</b>	<b>-12%</b>

**Expenditures**

Object	Expenditures Description	2017-2018 Estimate of Expenditures	2018-2019 REQUEST	ONE-TIME REQUEST	GRAND TOTAL	% Increase
<b>00</b>	<b>Salaries</b>					
	Faculty/Administrative Professional	43,500	43,935	-	43,935	1%
	Civil Service (Classified Staff)	-	-	-	-	0%
	Graduate Assistants	92,993	92,993	-	92,993	0%
	add additional category	-	-	-	-	0%
	<b>Total Salaries</b>	<b>136,493</b>	<b>136,928</b>	<b>-</b>	<b>136,928</b>	<b>0%</b>
<b>01</b>	<b>Wages</b>					
	Clerical Assistant/Admin	7,927	9,827	-	9,827	24%
	Senator/Director Wages	48,112	48,112	-	48,112	0%
	0.5% Holdback	280	-	-	-	-100%
	add additional category	-	-	-	-	0%
	<b>Total Wages</b>	<b>56,319</b>	<b>57,939</b>	<b>-</b>	<b>57,939</b>	<b>3%</b>
<b>07</b>	<b>Employee Benefits</b>	24,554	23,972	-	23,972	-2%
	<b>Total Personnel (Salaries, Wages &amp; Benefits)</b>	<b>217,366</b>	<b>218,839</b>	<b>-</b>	<b>218,839</b>	<b>1%</b>
<b>02</b>	<b>Personal Service Contracts</b>	-	-	-	-	0%
<b>03</b>	<b>Goods and Services</b>					
	Advertising	9,459	6,000	-	6,000	-37%
	Computing Services	2,000	5,500	-	5,500	175%
	Copying & Printing	4,352	4,500	-	4,500	3%
	Education	-	-	-	-	0%
	Lobby / Guest Travel	16,724	14,250	-	14,250	-15%
	Meals	-	3,400	-	3,400	0%
	Office Supplies	1,153	1,200	-	1,200	4%
	Programming	-	-	-	-	0%
	Registration	-	-	-	-	0%

Expenditures						
Object	Expenditures Description	2017-2018 Estimate of Expenditures	2018-2019 REQUEST	ONE-TIME REQUEST	GRAND TOTAL	% Incre
03	Services / Events	140,257	110,500	-	110,500	-21%
	Telephone	-	-	-	-	0%
	Training	10,257	750	-	750	-93%
	Other Expenses	-	2,450	-	2,450	0%
	<b>Total Goods and Services</b>	<b>184,202</b>	<b>148,550</b>	<b>-</b>	<b>148,550</b>	<b>-19%</b>
04	Travel	9,853	9,000	-	9,000	-9%
06/16	Equipment / Capital Equipment	-	-	-	-	0%
08	Grants and Subsidies	119,515	125,000	-	125,000	5%
	Capital / Facilities Projects (fill out Capital Form)	54,200		-	-	-100%
	Reallocations to Other Groups (list narratively)	90,000	105,000	-	105,000	17%
<b>Total Expenditures</b>		<b>675,136</b>	<b>606,389</b>	<b>-</b>	<b>606,389</b>	<b>-10%</b>
<b>Estimated Ending Balance</b>		<b>1,865</b>	<b>50</b>	<b>-</b>	<b>50</b>	
<input type="checkbox"/>	* Summer S&A Fees - Please check box if your S&A Fees request includes summer activities If BOX is checked - please list summer S&A Fee activities:					