



## Purdue Graduate Student Senate

1st Regular Meeting

Wednesday, September 10, 2025, 6:00 PM - 8:00 PM

Location: RAWL 1011 and Virtual (<https://purdue-edu.zoom.us/j/93855512371>)

### **AGENDA**

- I. Call to Order**
  - A. Meeting called to order at 6:16pm
- II. Roll Call**
  - A. Announcement of Newly Elected Senators and Alternates
    1. List of Newly Elected Senators and Alternates will be appended to these minutes (Appendix A).
      - a) Using the iclicker for the attendance and also called out via the spreadsheet
  - B. Senator Roll Call will be appended to these minutes (Appendix B).
- III. Approval of Minutes**
  - A. Motion to waive reading of minutes by
    1. Second by
    2. Adopted by unanimous consent
  - B. Motion to approve minutes by HLA
    1. Second by Mathematics
    2. Adopted by unanimous consent
- IV. Approval of the Agenda**
  - A. Motion to approve agenda by
    1. Second by
- V. Consent Agenda** (*any item may be removed by a single voice*)
  - A. Officer Reports
    1. Officer Reports will be appended to these minutes (Appendix C).
      - a) No officer reports
  - B. Committee and Team Reports
    1. Committee and Team Reports will be appended to these minutes.
      - a) No reports
  - C. Other Reports at the Discretion of the Chair
    1. No reports
  - D. Reports of University Committees and Boards
    1. No reports
- VI. Special Orders**
- VII. Unfinished Business**
  - A. SP25-B00X: “Improving Financial Transparency”
    1. Sponsor gave report stating that they have incorporated this in the role anyway so don’t need
    2. Motion to take from the table by EAPS

- a) Second by SOC
    - b) Adopted by unanimous consent
  - 3. Request to withdraw by EAPS
    - a) Granted by unanimous consent
- B. SP25-B00X: "Pro Rata Payments"
  - 1. Senate Chair relinquished chair to President
  - 2. Sponsor gave report saying to withdraw
  - 3. Motion to take from the table by EAPS
    - a) Second by Biochem
    - b) Adopted by unanimous consent
  - 4. Request to withdraw by EAPS
    - a) Granted by unanimous consent
  - 5. Senate Chair resumed chair

### VIII. New Business

- A. No new business

### IX. Announcements

- A. Treasurer: the president of the auxiliary asked about transportation
    - 1. Please speak with your coworkers to fill out the survey and might have a town hall about this before the next semester starts
  - B. President:
    - 1. On transportation survey we want to know about the after hours LYFT as well
      - a) Question:
        - (1) Parking for weekends for grad students? On game days?
          - (a) 600 grad passes but we want to bring up about the game day parking
        - (2) ME senator how do you keep track of the 600 for the parking garage
          - (a) On and off campus keep track with PUID
        - (3) Student got denied C permit after applying recently
          - (i) Issues with citybus pass because not free
          - (ii) Senator free parking near Mcdonalds
        - (4) Jeff: funnel them to shalom and she will get it to the people she needs to
- C. LAO:
  - 1. Please reach out if you want to get into advocacy will be planning DC visit please email
- D. Diversity:
  - 1. PGS center lunch and learn
  - 2. Demo kitchen theme Nigerian food
- E. ABE senator:
  - 1. Areas of west lafayette there is no code enforcement
- F. Chief of Staff
  - 1. Next week is Teams Night
    - a) AGECON: when will our assignments be finalized
      - (1) This friday
    - b) English senator: is team night required?
      - (1) yes



- G. Chair: next meeting is next Sept 24nd
  - 1. Request virtually in a timely manner

**X. Adjournment**

- A. Adjourned at 6:41pm



**APPENDIX A**  
**LIST OF NEWLY ELECTED SENATORS AND ALTERNATES**

See attached one (1) page.

New Senators		Alternates and Proxies		
Department	Name	Department	Absent Senator	Alternate or Proxy
Theatre & Dance	Tatyanna Rodriguez	Earth, Atmospheric, & Planetary Sciences	Sam Harris	Vincent Sassard
Aeronautics & Astronautics	Don-Terry Veal			
Chemistry	Anusha			
Linguistics	Zeyu Feng			



**APPENDIX B**  
**SENATOR ROLL CALL**

[SEE ATTACHED TWO (2) PAGES]

<b>Department/Program</b>	<b>Senator</b>	<b>Present?</b>
Aeronautics and Astronautics	Don-Terry Veal	Yes
Agricultural & Biological Engineering	Autumn Denny	Yes
Agricultural Economics	Kavitha Srikanth	Yes
Agricultural Science Education and Communication	Kwabena Bayity	Yes
Agronomy	Jude Addo-Chidie	Yes
Anthropology	Heidi Cooke	Yes
Applied and Creative Computing (West Lafayette)	Khalil El Breidi	No, alternate absent
Asian American and Asian Resource and Cultural Center	Nguyen Le	Yes
Biochemistry	Jacob Czaicki	Yes
Biological Sciences	Ayomide Olohigbe Unuigbokhai	Yes
Biomedical Engineering (West Lafayette)	Sushma Gude	Yes
Black Cultural Center	Victoria Parker	Yes
Botany & Plant Pathology	Jean Paul Iyakaremeye	Yes
Chemical Engineering	Katherine Leigh Young	Yes
Chemistry	Anusha	Yes
Civil Engineering	Chandra Vikas Thipirishetty	Yes
Communication	Gladys Mana Momade	Yes
Computer Science	Harry Tian	Yes
Curriculum & Instruction	Maria Regina Jaga	No, alternate present
Doctor of Veterinary Medicine	Maya Fulton	Yes
Earth, Atmospheric and Planetary Sciences	Sam Harris	No, alternate present
Ecological Sciences and Engineering	Jayvaughn Peter	Yes
Economics	Zachary Knepper	Yes
Educational Studies	Fangfang Mo	Yes
Electrical and Computer Engineering (Indianapolis)	Haylie Rayl	Yes
Engineering Education	Udeme Idem	No, alternate present

Engineering Technology	Varshitha Yalamanchili	Yes
English	Sidney Ducleroir	Yes
Entomology	Hira Poudel	Yes
Food Science	Lauren Yepes	Yes
Forestry & Natural Resources	Jean Fritz Saint Preux	Yes
Health and Kinesiology	Ivan Bobadilla	Yes
Health Sciences	Esraa Gabal	Yes
History	Srishti Dutta Chowdhury	No, alternate absent
Horticultural & Landscape Architecture	Grace Lentz	Yes
Hospitality and Tourism Management	Kasey Paige Riha	Yes
Human Development and Family Studies	Sybil Cutler	Yes
Industrial and Molecular Pharmaceutics	Neha Panchabhai	Yes
Industrial Engineering	Pragathi Jha	Yes
Interdisciplinary Biomedical Sciences	Danielle Ahwireng	Yes
Languages and Cultures	Nafiu Olayiwola Oloore	Yes
Linguistics	Zeyu Feng	Yes
Management	Chiran Kodippili	Yes
Materials Engineering	Jasmyne Emerson	Yes
Mathematics	Geoffrey Baring	Yes
Mechanical Engineering (West Lafayette)	Chathusha Punchi Wedikkara	Yes
Native American Educational and Cultural Center	Alyssa Nez	No, alternate absent
Nuclear Engineering	Jonah Lau	No, alternate absent
Nursing	Christelle Altidor	Yes
Nutrition Science	Pius Sarfo Buobu	Yes
Physics and Astronomy	Lindsay Michelle Dawson	Yes
Purdue University Interdisciplinary Life Sciences (PULSe)	Emmanuel Oluwarotimi	Yes
Sociology	Sean Boylan	Yes
Statistics	Nikola Draganic	Yes
Theatre & Dance	Tatyanna Rodriguez	Yes

Veterinary Clinical Sciences	Oluwabunmi T. Oladele	Yes
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**APPENDIX C**  
**OFFICER REPORTS**

[SEE ATTACHED SEVEN (7) PAGES]

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**President - Shalom Kpetsu ([pgsg.president@gmail.com](mailto:pgsg.president@gmail.com))**

## **Summer 2025 Activities**

### **Transition**

- Collaborated with the outgoing executive board to ensure a smooth leadership transition.
- Holding Executive Board meetings during the summer months, to address grad issues as they arise.
- Established organizational priorities for the 2025-2026 academic year, focusing on housing, transportation, healthcare, and student wellbeing.

### **Transportation Subsidy Initiative**

- Secured continuity of PGSG's transportation with subsidy program, covering up to 50% of semester passes and 100% of monthly passes.

## **Fall 2025 Activities to Date**

### **Welcome and Engagement**

- Hosted the 2025 *Grad Gold Rush*, a welcome event for new and returning graduate students at the start of the semester.
- Participated and assisted in planning of PGSG callouts, welcome events, and tabling sessions to strengthen visibility and engagement.

### **Advocacy and Administration Meetings**

- Engaged Purdue leadership on critical issues, including:
  - Increased stipends and equitable funding across departments.
  - Housing affordability and accessibility.
  - Continuing discussion about After Hours shuttle services.

### **Funding and Partnerships**

- Secured renewed commitments of financial support from campus partners for PGSG programs and wellbeing initiatives.
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**Chief of Staff - ([pgsg.cos@gmail.com](mailto:pgsg.cos@gmail.com))**

**NGSO / 2025 Grad Gold Rush:**

- The President led the program. I managed the volunteer roster, coordinated tabling, and handled logistics such as printing the 40th anniversary shirts.

**PGSG Call-Out:**

- Organized and hosted the event, built a team-preference sign-up to capture interests, and assigned new and returning members to the appropriate teams/committees.

**Treasurer - ([pgsg.treasurer@gmail.com](mailto:pgsg.treasurer@gmail.com))**

● **Executive Summary**

Over the last summer period, the Treasury focused on (1) clearing old reimbursements and accelerating current grant payments, (2) tightening procedures and documentation in alignment with BOSO guidance, (3) preparing sustainable infrastructure for records retention, and (4) enabling clearer, self-serve financial visibility for teams and senators. We processed 150+ grant reimbursements after reviewing 200+ applications, implemented direct deposit refunds under BOSO's digital banking rollout, updated the FY budget per BOSO directives, and advanced policy and systems changes (FCO updates, new forms/routing via Concur). Reserve funding actions are in flight to address unavoidable costs and one-time 40th-year celebration expenses.

● **Key Figures (Reporting Period)**

- **Grant Applications Reviewed:** 200+
- **Grants Reimbursed:** 150+
- **CityBus Pass Initiative (Summer):**
  - Phase 1 disbursed: **\$3,234**
  - Phase 2 disbursed: **\$1,722**
  - **Total: \$4,956**
- **Old Reimbursements:** All cleared
- **Swag Procured for PGSG 40th:** Ordered and distributed during NGSO and Callout
- **Office Hours:** Established for in-person reimbursement assistance (details circulated via internal channels)

● **Budget, Reporting & Transparency**

- **Budget Update per BOSO Directions:** .  
<https://docs.google.com/spreadsheets/d/e/2PACX-1vQYXUMGgzaCFDfZ3oTtxAHzFBCN47oBAJ2wJ8ytcMzTU4dBu3IOMzCEsw5jgYmlH5CV3i18-OOz8rMm/pubhtml?gid=892270331&single=true>
  - **Team-Level Spend Visibility:** A live **Financial Report** shows remaining balances by line item so teams can plan proactively.  
<https://docs.google.com/spreadsheets/d/e/2PACX-1vQYXUMGgzaCFDfZ3oTtxAHzFBCN47oBAJ2wJ8ytcMzTU4dBu3IOMzCEsw5jgY>
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- **Working with Team Chairs:** Meeting with chairs to understand shortfalls/lost funds and prepare targeted reserve allocations where justified.
  - **Grants, Reimbursements & Payments**
    - **Backlog Elimination:** Completed all outstanding reimbursement requests from prior cycles.
    - **Consolidated Grant Tracking:** Unified tracking of who has/has not been reimbursed to size the available funds for the final round this term.
    - **Direct Deposit Enabled:** PGSG is among the first student organizations to adopt **direct deposit** for refunds/grants as part of BOSO's digital banking rollout.
    - **New Payment Procedure (Internal Reimbursements):** Implemented a standardized, step-by-step internal flow to reduce errors, speed approvals, and improve audit readiness.
    - **New Forms & Routing:**
      - **Travel-related** and **research-related** grant reimbursements will be routed via **Purdue Concur** to leverage existing university controls and reduce the form burden on students.
      - Grants **disbursed through the Division of Financial Aid (DFA)** will continue via standard forms; forms are being simplified for clarity and to remove duplicative steps.
  - **Policy & Compliance (FCO and Grant Policies)**
    - **Financial Code of Operations (FCO):** In-progress updates to align protocols with current practice and BOSO requirements; clarifies roles, documentation standards, and approval thresholds.
    - **Small Research Grant (SRG) – Compliance:**
      - **IRB approval is required at application submission** when human subjects research is involved.
      - **IRB approval & human participant consent documentation** are required at **reimbursement** for eligible expenses.
    - **Transitional Housing Grant (THG) – Documentation:** Working with BOSO to **reduce undue documentation requirements** (recognizing that students often lack standardized landlord receipts) while preserving compliance and fraud prevention.
  - **Other Tasks**
    - **PGSG Records Server:** Designing a cost-conscious on-premises document storage solution to reduce long-term reliance on expanding cloud storage costs, improve continuity across administrations, and strengthen access controls and retention. This will include standardized folder structures, role-based access, and archival timelines.
    - **Roles & Staffing**
      - **Vice Treasurer:** Hired.
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- **Bookkeeping Assistant (Student Worker):** Hired to support digital archiving, monthly reconciliations, and transaction documentation.
  - Completed a baseline mapping of **which repairs/services at the PGSC are covered by Purdue** versus **funded by PGSG**, to prevent miscoding and unexpected budget hits.
  - Preparing a **reserve funding request** to backfill:
    - BOSO-directed payroll adjustments for the **PGSC Senior Administrative Assistant**; and
    - One-time costs associated with the **PGSG 40th-year celebrations**. Final amounts will be shared with the Senate upon reconciliation.
- **Upcoming Priorities (Next 4–6 Weeks)**
  - Get the updated **FCO** to the LRC and then to Senate.
  - Finalize and roll out **simplified grant forms** (DFA disbursed) and documentation checklists.
  - Implement the standardized **records server** structure and access controls.
  - Continue chair-by-chair budget check-ins; prepare targeted **reserve proposals** to stabilize core programming.
  - Maintain weekly **office hours** for reimbursement, troubleshooting, and policy guidance.

#### Senate Chair - Ethan Johnson ([pgsg.senatechair@gmail.com](mailto:pgsg.senatechair@gmail.com))

- Reached out to all programs eligible for representation in PGSS over the summer, currently there are 56 seats filled out of 97 total
- Created Senator handbook and set out Senate guidelines, policies, and expectations for AY 2025-26
- Held Senate Workshop, ~32 Senators in attendance as well as some Alternates
- Got Provost on Senate guest speaker schedule (October)

#### Public Relations -([pgsg.pro@gmail.com](mailto:pgsg.pro@gmail.com))

- Coordinated with former Executive Board (E-board) members to transfer email accounts and essential communications to the incoming E-board, ensuring all required security protocols were followed.
- Developed and distributed the Summer 2025 Graduate Transportation Survey to inform leadership discussions on summer transit needs; approximately 1,400 responses were collected.
- Designed and promoted flyers for the Parliamentarian and Vice Treasurer positions, the PGSG Student Leadership & Development Summit, the Transportation Listening Session, the PGSG call-out, and NGSO volunteer recruitment, utilizing social media and the newsletter.
- Oversaw the addition of new E-board member bio to the website in coordination with the Webmaster.
- Collaborated with GRAC to update content on the GRAC website.

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- Participated in OGSPS planning meetings in preparation for NGSO.
  - Updated the website via the Webmaster with the latest legislation, the Transportation Subsidy Initiative FAQ, and the Financial Code of Operation (2025–2026).
  - Designing of the PGSG @ 40 logo.
  - Compiled current graduate student contact lists for WL and PIN to support newsletters and outreach.

**Parliamentarian - ([pgsg.parliamentarian@gmail.com](mailto:pgsg.parliamentarian@gmail.com))**

**Diversity Officer - ([pgsg.diversity@gmail.com](mailto:pgsg.diversity@gmail.com))**

- Volunteered at YesFest hosted by CARE 8/18
- RedZone Tailgate 9/13 in collaboration with CARE, CAPS, and MeToo Purdue
- Cultural Tasting Event - A Night in Nigeria 9/26
- Lunch and Learn in collaboration with Asian American and Asian Resource and Cultural Center
- Appointed Nimit Agarwal as Vice Chair

**Legislative Affairs - ([pgsg.lad@gmail.com](mailto:pgsg.lad@gmail.com))**

**Career Chair - ([pgsg.career@gmail.com](mailto:pgsg.career@gmail.com))**

**Community Chair - ([pgsg.community@gmail.com](mailto:pgsg.community@gmail.com))**

- Ensured smooth operations of the PGSG Literary Club
- Signed up PGSG for Winterization event in November (Will seek volunteers later)
- Worked with Community team to start planning Bad Art Night and Fall MHAW

**Life Chair - ([pgsg.life@gmail.com](mailto:pgsg.life@gmail.com))**

- Organized Indiana Dunes Event for summer
- Feng Cha Boba for welcoming grad students to fall semester (3rd Sept)
- New Graduate Student Welcome Social (5th Sept)
- Also minutes of the August Life Team Meeting for reference ([link here](#))

**Grant Review and Allocation Chair - ([pgsg.grantreview@gmail.com](mailto:pgsg.grantreview@gmail.com))**

**Summer 2025**

- Conducted a thorough analysis of the 24-25 fiscal year budget and found that since the amounts of travel and professional grants increased, we are going significantly over budget
  - Organized a meeting with the treasurer to discuss the current budget status
  - Organized follow-up meeting with treasurer and GRAC vice chairs to discuss reallocation of funds for the April round
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- Developed Open Badge for GRAC reviewers to encourage more participation in grant reviews (<https://badgr.com/public/badges/g7ZkbBooS2GKUvNkCtItw>)
  - Reviewers can share this badge publicly on sites such as LinkedIn
  - Reviewers have been asking for something similar for visa purposes
  - *This did seem to increase the number of reviewers that we were seeing*
  - I will be working on criteria for reviewers to earn these in the Fall + Spring semesters
- Working on various legislation to bring up to the Senate
  - Changes to GSOGA grant
  - Changing the Travel Grant application to be more similar to the Professional Grant (have applicants request a specific amount of funds and submit a detailed budget)
- Conducting a thorough analysis of the allocations of the past 5 years to create an accurate allocation schedule for the year
- Grant applications opened on July 21st.
- Haven't heard any complaints about the new applications for Travel and Professional Grants - *I would appreciate any feedback from the senate on the new application process.*
- Websites for travel grant and transitional housing grants are still non-functional - *informed by PRO early August that we can purchase a \$7.99/month membership to get the website fixed. Unsure of the status of this.*
- Applications received round July 21st to August 6th:
  - Travel: **71**
    - 40 Prof. Responses (*applications will not be eligible unless their prof responds*)
    - Most applicants are requesting \$1000 (understandable), but multiple applicants are asking for as low as \$400 (*shows that not all applicants need the maximum amount*)
  - THG: **10** + 3 resubmissions
  - Professional: **16**
  - SRG: **6**
  - Symposium: **0**
  - GSOGA: **2**
  - Accessibility: **0**
- Awarded grants (as of August 6th):
  - THG: **7**
    - Total Allocated: \$3,139.90
    - Remaining funds: \$6,860.10
- Have created a new reviewer training and distributed to interested team members. Currently 71 members have completed the training.

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## September 2025

- In order to make the application process easier to transfer between GRAC board members year to year, we will likely be switching from Qualtrics to Google Forms.(Qualtrics does not allow for transfer of ownership of surveys).
    - Vice Chairs have requested that this change is not made until the Spring 2026 semester to stay consistent for the entire Fall 2025 semester.
  - Plan to hold by-appointment office hours the week before applications are due in order to answer questions from applicants
    - This will not serve as an opportunity for a 'mock review' of applications. Applicants must come with specific questions to be answered by the GRAC chair.
  - September round applications due **Sept. 12th**.
  - Informed by the ***Transitional Housing Grant Vice Chair*** that they plan to step down from their position due to academic commitments. Plan to hold open elections on the first team night for the position.
  - Planning to have 2 events with Career Team (one each semester) on grant writing.
-