# Engineering Graduate Student Organization

# Meeting Agenda

## March 22, 2019

## 4:00 PM

Type of Meeting: Full Officer Meeting

Meeting Facilitator: Kevin Mohsenian

Invitees: EGSO Officers and committee members

1. Call to order
2. Approval of minutes from last meeting
3. Old business
4. Position Reports

* President – Kevin
* The President/VP election has been postponed. We did not receive a President nomination, and so we will need to figure out a game plan as an organization to fill this need going forward.
* The EGSO Office has moved to 1104F Benedum, and has been recently organized by VP, more like MVP, Stephanie.
* Piyusha and I met with Mary (advisor)
  + We discuss our 2019 agenda, she was impressed with our progress and we asked for financial support from her office for our Professional Development agenda (she will let us know when she puts her budget together for next year)
* Haley F. and I met with Dr. Urban and other leaders to discuss ways graduate students can be more integrated and issues we face
  + Addressed issue of many engineers wanting to go into industry but not having a lot of support for that
  + How to get industries here directly to interview our students
* Professional development opportunity: EGSO is moving to LinkedIn
  + For those interested, we will put together profiles for different positions
  + Come up with the list of things you have accomplished for your position, send to Kevin for accumulation and add to your LinkedIn
  + We can give each other endorsements for those skills
* Reaching out to Duke Engineering to see how they have developed their internship program for graduate students
* Vice President – Stephanie (absent)
* **President/VP Stuff**
* **Run Club**

o   We are still running!  We have three folks who come pretty much every week and then a few that are in and out.  I’m excited to keep it going through June. (We will possibly need someone to take over after that.)

o   If anyone is willing to tag team with me, that would be great.  I am moving at the end of April and my schedule will be super weird so it would be helpful to have a buddy.

o   Run Club has been really successful and I have met tons of people who are not the EGSO “regulars.”  I think that having more events like this could reach folks who we normally don’t see.  If anyone likes rock climbing or anything, it might be cool to have a group go once a month or something to Ascend.

* **New Digs**

We need a few things, so I would like to request a vote for getting the following items ($150):

* 1.       Command strips to hang the cork board and white board.
* 2.       Command hooks or over the door hooks to hang coats and bags
* 3.       Surge protector to plug in coffee maker, computer, hot water heater, etc.
* 4.       Do we want to get our own printer (there’s a sale at Costco)
* 5.       Anything else?

o   PS are there any office things we can get from the school?  Or do we fund everything on our own?  Because it would also be helpful to get standard office supplies like pens, paper, post its, binder clips, etc.

o   PLEASE DEAR GOD DO NOT GET ANY MORE NAPKINS OR UTENSILS. We could actually use a few more plates and bowls.

* Secretary – Erica
* Remember to try to give me at least a day or two of leeway to send mass emails
* If I don’t answer as quickly as necessary, reach out to Kevin and Stephanie
* You’ve all been overall doing an amazing job at this and you’re all superstars, just wanted the quick reminder
* Support email for Sami Mian, running for VP of Committees for GPSG

o    Voting from April 1st – April 6th on [my.pitt.edu](http://my.pitt.edu/), a link should appear on your homepage

* Online voting platform available through the University: <https://techforms.pitt.edu/TechRequest/MyPittRequest.aspx>
* We could request use for our elections, if ever decided that all students should vote
* Grad student unionization vote April 15-18

o    VOTE IF YOU ARE ELIGIBLE

o    Talk about with other grad students, make sure they know they should educate themselves, and VOTE

* Are we sending a separate email to our students – probably best from the President?
* Update on attendance at GPSG and Dean’s Council meetings?
* Send GPSG reminder emails out to officers when they come in
* Treasurer – Adam
* SORC new contact - Dianne Mares ([DIM33@pitt.edu](mailto:DIM33@pitt.edu))
* New PNC login credentials are established (will be shared with EGSO president)
* Protocol for handling external funds will be put in place
  + Need own internal audit annually with Mary
* Need to update the information on the Travel Grant info, though her email currently you will get redirected if you email Veronica
* Event Coordinators – Lisa and Tejal
* Tejal: suggest places for end semester happy hour.
* Lisa: department reps we need the names of the TA/RA award winners and travel grant winners by March 29 to order the plaques in time for the award ceremony on April 15.
  + ChemE: Travel awards can meet this deadline, RA one is fine, TA won’t be chosen until after mid-April after student surveys go out – they can maybe consider the full previous year
* Representative for International Students – Srinath
* We had a great time at the Paint Monkey event at the waterfront last week. Students liked this concept and encouraged to host more such kind of events.
  + None of the present officers were there
* In April, we will be hosting a volunteering event at Jubilee Soup kitchen. I will share more details on this in the next meeting.
* Professional Development – Piyusha
* Mentorship program is going really well. We are having a brunch mixer on 27th March at 10am. If you are in the program please do come and encourage your mentees to attend as well.
* Alumni Dinner went well. We will have more throughout the semester.
  + First went ok, 6 signed up, only 2 showed up though
* Communications Officer – Haley F.
* No updates
* Outreach Coordinator – Yusuf
* No updates
* From Kevin: for last-minute requests, it would be nice to have an “EGSO Outreach Group” committee of 10-15 people that was prepared to do a demo if the opportunity arises. Can be beneficial to grad students for NSF grants, etc.
* EGSO GSA Representative – Haley G.
* GSA Reps should be finalizing their winners of the spring travels grants and have the names by the end of March
* They'll also be reaching out to get the names of TA/RAs for the award ceremony too!

1. New business

* Office supplies
  + Table the printer/scanner
  + Kevin: Move to approve up to a $100 budget for the first three items, plus a hot water heater. Michelle seconds. All in favor (11)

1. Discussions

* Reimbursement Process
  + Send out link for the form so Adam just must hit Submit/Approve
  + Adam gets notifications, but needs a heads up and a separate copy of the receipts.
  + Adam then wouldn’t know if there was alcohol on the receipts
  + There are complicated options, but a screenshot with pre-filling would help with that
  + People don’t read emails so don’t want things to get too complicated
  + For now, leave as is. If it gets overwhelming, we’ll re-evaluate
  + Word the emails that the timeline is a hard deadline. Add to have a specific email title.
  + People didn’t send all of the requested information, so it can be a little back and forth.
  + Need only a PDF of people who attended, and the receipts. Make the form Trevor made mandatory.
* End of Semester Happy Hour
  + Previously: The Porch
    - Not enough space to move around and mingle
    - You can reserve the outside portion
  + **Thirsty Scholar** is accessible
    - Requires payment to reserve the space, on top of what you spend
* President/VP dilemma
  + Leave Prez/VP nominations open for a week then open to committee members (Erica moved, Kevin second, 10/11 approved)
    - Since this is an amendment, we need to accept absentee ballots

1. Adjournment