# Engineering Graduate Student Organization

# Meeting Agenda

## February 15, 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
* *Recent development*: The EGSO Office is moving to the 11th floor of Benedum, we will still have our own office.
  + Checking the new office out on Monday and will be most likely moving things within the next few weeks
* Piyusha and I are meeting with Mary (advisor) on Monday
  + Discuss our 2019 agenda, Fall semester success, Professional Development support (see if we can meet her new staff focused on PD)
* 2019-2020 President and Vice President nominations are officially open!! Voting will occur at the next meeting on March 22nd.
* Vice President – Stephanie
* Town Hall Meeting
  + March 5, 6-8:00 PM
  + Opportunity for question and answer for students - Dean Martin and others.
  + We will need a panelist to represent graduate students at the event.
  + Theme: Community and Wellness
  + 2 panels
    - Faculty & admin
    - Officers for prominent student groups
  + We need to collect questions as the event is going on, so that needs volunteers
  + Dean Martin wants to bridge gaps between groups of people – more of a continuum
  + Will be restricted to engineering
* Academic Panel
  + Went super well! We had about 13 students there and some great conversations.
* Email sent to Dean Martin for our Awards Ceremony.  Still waiting on a response. (sent to[jmartin@pitt.edu](mailto:jmartin@pitt.edu) and [ssoedean@pitt.edu](mailto:ssoedean@pitt.edu)... Kicked back from jmartin?)
  + Email Cathy Vargo
  + [jrmartin@pitt.edu](mailto:jrmartin@pitt.edu) is the correct email address
* Secretary – Erica
* Emails and stuff
* Treasurer – Adam
* $39,000 budget, ~$4000 in PNC after checks clear
* Event Coordinators – Lisa and Tejal [both Absent]
* Tejal: I am planning the Kevin Scuillo event currently, we would benefit from sending out a reminder email on Monday. I am also starting to plan the end semester happy hour and suggestions are welcome. Ice skating went well (Thanks to Haley Fuller and Abdul for volunteering)
* Lisa:  She is currently planning the TA/RA awards (date secured: April 15, 12--3). Pam from the Dean's office signed the contract. we need to confirm food menu and our keynote speaker (Stephanie, did you ask Dean Martin to give it). Lisa also wants to request funds for th CEE department event (Haley will probably speak about it). Other than that, ski trip and academic panel went well.
* Reminder about the grad student panel for tau beta pi.
* Representative for International Students – Srinath
* We are planning Paint monkey event at the waterfront on Saturday, 16th March. I have talked to them about the time slot of 12-3 pm. They can allow max 30 students for the individual painting (discounted price $30 per person).
* I need to give them a 100$ deposit to confirm the date. I talked to Tejal, she suggested checking if this date and time is convenient for students. Once we confirm this, I can go ahead with deposit.
* Also, about volunteering at the Jubilee soup kitchen, we will be doing this event in collaboration with BioE department. BioE rep.  has already booked the date (14th April)
* We'll send out more details in mid-March.
* Professional Development – Piyusha
* We are working on getting the Alumni Dinner started. Should have the first one in March
* Mentorship program is underway - Trevor can give more details about.
* Communications Officer – Haley F.
* Website mobile version is fixed!
* Ongoing effort to pretty-up [EGSO Updates]
* Outreach Coordinator – Yusuf
* We had a good turn out for the MLK day but I didnt see any of the officers on the day. Perhaps not everyone listed EGSO as their group.
* I'll also like to get a few date suggestions for our next officer only service event at global links to make the necessary arrangements.
  + Send a poll for Saturdays/Sundays end of February to mid-March - Kevin
* EGSO GSA Representative – Haley
* GSA Updates from reps who are here
  + ECE
    - good feedback from game night and socials
    - Eta Kappa Nu (honors EE) approached them to collaborate
    - recruitment weekend coming up and they’re participating
* Working on travel grants mostly, making SOPs for what works best for each department
* IE not doing them this semester, CEE didn’t issue any in the fall so is figuring out reallocation
* Send out survey for conference attendance?
  + Better allow us to gage when conferences are for each department and therefore when would be the ideal time for travel grants
* CEE GSRD, what other departments do, if this is something they are interested in if they don't already do something like it!!
* Ronald Updates:
  + We filed for registration for a student club through SORC last week. Under MEMS GSA. I am the VP and Jackie Sharp is President.
  + MEMS department is financing a fundraiser for our GSA at the thirsty scholar next week
  + We are also interested in doing a game night, so wanted to talk to EE GSA group (Mohammad) that wanted some money to split for a group of games they bought.

1. New business

* Lisa’s request for funds
  + 9 officers voting - approved
* Instituting a new nomination process for officers.
  + Deadline for nominations: March 15th at 5pm.
  + Absentee ballots are available: March 18th
    - All nominees will need to submit their “vision for EGSO” and reasoning for why you want to become the president of EGSO through a google form (will send out on Monday). We will also have a part of the form to list any previous experiences or credentials that will help you be a successful leader for EGSO.
    - Once an absentee ballot is submitted, it cannot be changed.
    - If there is not a quorum, we will give 24 hours after the Full Officer meeting for remaining officers to submit absentee ballots.
  + Vote for process
    - 9 officers voting – approved

1. Discussions
2. Adjournment