# Engineering Graduate Student Organization

# Meeting Agenda

## December 9, 2019

## 2:00 PM

**Type of Meeting**: Full Officer Meeting

* Meeting Facilitator: Trevor Sleight
* Invitees: All 2019 EGSO Officers and Committee members

Attendees: Erica, Ron, Uzo, Michelle, Trevor, Moataz, Brian, Haley, Danielle, Hikaru, Anisha

* Call to order
* Approval of minutes from last meeting
* Old business

**Position Updates**

* Treasurer
* President
  + $2000 budget for End of Semester Happy Hour, similar to what’s been done in the past. 120 attendees projected, but we only get charged for the ones that actually show up.

Will be sent around as an email vote

* VP Updates
  + Mediation at Stress Free Zone and Kickboxing with Pitt Rec events went well!
  + Discussed AAU Climate survey with faculty advisors & we have support to move forward with an internal solution, if this is something you’d like to get involved with please reach out to Trevor and I!
  + University-wide calendar of events (Abigail)
  + Awesome new committee members
    - Danielle running Mentorship program!
    - John helping with follow-up surveys and data analytics, use him!
  + Let’s up our presence on campus next semester! Speak at seminars, print out links to Instagram, get swag, etc.
* Definitely use orientation next year to drive this point hoe
* Talk to faculty about academic events so they can also encourage their students to attend

QR codes are useful!!

Feedback from undergrads that Benedum tv’s aren’t really looked at

Snapchat stories can be useful – create a story per event that everyone can add to to boost visibility

* International Students Rep:

Event scheduled across 2 days to accommodate many STEM schedules, will have RSVP link to look to see how many interested parties we have in case we need to limit to 1 date

Remember to emphasize that this is new information for transitioning from student status to working status

|  |  |
| --- | --- |
| Event Title | Are you an international graduate student pursuing STEM (Science, Technology, Engineering and Mathematics)?  EGSO in association with the Office of International Services presents a session on  **‘Maintaining your visa status as a STEM major’**  <I am open to more suggestions on event title> |
| Estimated Date/Time | January 28th, Tuesday, 12 PM to 1 PM  January 31st, Friday, 5 PM to 6 PM |
| Ideal Room/Location | Any conference room with a projector  Benedum 201, 1145, 611, |
| Estimated Number of People: (if the event has been done before what was the attendance) | 30 fr each day |
| Requested Budget $ (already approved Y/N)  Provide details on what the budget is for (food, paying a speaker, tickets, etc) | $250 (Day 1 food) + $50 (Day 2 food) + $20 (Thank you token- traditional jacket/shawl from India) = $320 |
| Any volunteers or other resources needed?  (for example, do we need to coordinate with industry or faculty, do we need to secure a venue, is the event outdoors/what is the rain plant, etc) | -Richard Sherman, OIS (already confirmed for the dates)  -It may be good to have a swanson faculty who was also an international student once here at Pitt to talk briefly about their experience as a grad student.  - Would need an event coordinator to help me. (for booking room as well as arranging food) |

* Secretary

University-wide calendar

[Calendar.pitt.edu/calendar](http://calendar.pitt.edu/calendar)

Each org can have its own page so that its events are groups

Only add events that are theoretically open to everyone

Even when it says "grad students only" people may show up

Next step: setting up groups and giving them calendar access!

* Treasurer
* Event Coordinators

Ayush / Moataz / Patrick will start planning February ski trip

* Outreach

Advertising for MLK event will be coming up

* GSA Rep

Travel grants are very department-specific, IE has not been sent out but the rest have been

How involved should students be in determining winners of travel grants? Some faculty believe that students shouldn’t be involved so that they can also apply without bias

Possibly form a committee within EGSO to help review applications?

MEMS / BIOE travel grants approved by students and this is the preference of the department

$200 discretionary funds available for all departments still

* Department updates:

MEMS: held women’s event at Marios that was well attended

* Communications Officer

Finalizing day for personal wellness day

**Discussions**

Spring planning – May or June do an officer’s only event? Possibly wait until new officers are in place to do a combined transition event

Remind departments early and often about TA/RA awards

Financial wellness event – try to get a specialist to come in who’s specific for grad students

Website: PF for PhDs, this woman came in and was excellent, or does webinars

T-32s are specific

**Adjournment**