

# CEGSAC 2019-2020 Meeting Minutes

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**CEGSAC Executive Meeting -1**

**07/05/2019**

**Location:** Skype

**Time:** 3:15 PM – 4:15PM EST

## **Overview:**

The meeting was organized to discuss the aspects that would drive the committees, events and goals of CGSAC for the year 2019-20. Discussions included the following broad topics.

1. Committees
2. Events
3. Meetings
4. General Responsibilities

The discussions are described in depth in the following sections.

## **Topics Discussed:**

### **1. Committees**

- Existing committees that will be carried forward to the 2019-20 academic year –
  - Professional development committee
  - Sports, Health and Wellness committee
  - Cultural and Community Outreach committee
  - Advocacy committee – the responsibilities of this committee will be borne by the executive board members of CGSAC
- Ideas for election of committee Co-Chairs to lead the committee
  - Each committee will be led by two Co-Chairs
  - Current graduate students who have been a part of CGSAC will be contacted first with a survey requesting their interest in available positions for each committee during the Welcome Week in August 2019.
  - Based on their interest and number of positions left to fill, new/incoming graduate students will be considered for remaining positions.

### **2. Events**

A brief discussion on upcoming events and requirements to plan the events is recounted below.

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## *Fall Semester*

### i. Welcome week events

- Civil graduate student breakfast  
Requirements: Civil grad orientation schedule, date for event, management of food
- Building tours  
Requirement: Student volunteers from different areas of civil to give tours
- Social for incoming students  
Requirements: venue, budget
- Mentorship callout - will be organized by Agustin and Lisa

\*It was decided not to have a sports event this year considering the number of events that are planned

### ii. CEGSAC callout

Tentative date: September 4<sup>th</sup>, Thursday

Time: 5:30-6:30 PM

- Callout presentation will include an introduction to CEGSAC, a summary of committees that come under its umbrella, and events organized by CEGSAC
- It was proposed that we include a "Responsibilities" slide to create accountability and a sense of responsibility in the group
- Presentation will be followed by signup to join the group
- Food (pizza) will be provided

\*Post-callout responsibilities for Romika

- Arrange monthly meeting (request Dr. Abraham and Jenny for their availability)
- Book room for meetings

### iii. Other event ideas for fall

- Cultural committee - corn maze (with Aerospace), Colombian party, events in conjunction with other organizations on campus
- Professional development committee - research bytes (with CESAC)
- Sports, Health and Wellness committee – soccer, yoga, Pokemon go, coffee breaks, de-stressor events

## *Spring Semester*

- Spring festival
- Staff appreciation day

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- Emerging Leaders – begin organizing this event this semester to provide ample time to bring in good speakers
- Symposium – go over and discuss feedback received from last year
- Social for new admits (was organized at Stacked Pickle last year)

### 3. Meetings

#### i. Monthly meetings

Post callout, monthly meeting dates will be fixed. Availability of Dr. Abraham and Jenny to attend these meetings need to be requested. Room for meetings needs to be booked.

Meetings will include

- CEGSAC general updates
- Updates from committee co-chairs

#### ii. GSO meeting (monthly)

- The possibility of attending monthly GSO meetings in turns for the CEGSAC members was discussed as Information on events organized by other organizations on campus can be obtained through these meetings.

#### iii. Mentorship program meetings

- An email with information on the first mentorship program meeting will be sent out to students at the end of July

### 4. General Responsibilities

- Google drive needs to be organized to include logos, pictures, calendar with all events, meeting minutes, flyers, presentations etc.
- Study space responsibilities – development of rules, decorations (PhD comics, white boards), responsibility (committees can take turns on a monthly basis)
- Budget for next year – overall budget vs. event wise budget needs to be discussed with Jenny

#### *Attendance:*

1. Agustin Quinones
2. Jiannan Cai
3. Lisa Lorena Losada Rojas
4. Hwa-Ching Wang
5. Romika R. Kotian

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