

ChE GSO Meeting Agenda, 5/31/2022

Welcome everyone!



<https://tinyurl.com/5n8w85v4>

GSO Startup Logistics:



1. Introductions
2. Changes to 22'-23' officers and student government ethics - Dr.Morgan
3. Email Lists:

Email	Who will receive the message?
che-gso-purdue@googlegroups.com	Members of GSO
chefaculty@ecn.purdue.edu	Faculty* consult Bev before sending any emails out
chmegrad@ecn.purdue.edu	All PhD students in department
chefall19-list@ecn.purdue.edu	PhD students who started in 2019, current rising 4th year students
chefall20-list@ecn.purdue.edu	PhD students who started in 2020, current rising 3rd year students
chefall21-list@ecn.purdue.edu	PhD students who started in 2021, current rising 2nd year students

che-masters-list@ecn.purdue.edu	All professional Masters students in dpt.
chepostdoc@ecn.purdue.edu	Most post-Doctoral students in dpt. (need to request to be added to this, I think)

1. Acronyms:

- . SAO - Student Activities and Organizations
 - . Approves events
 - i. Office hours
<https://www.purdue.edu/sao/#:~:text=time%20at%20Purdue.-,Contact%20Us,%2DFriday%2C%208AM%2D5PM>
 - a. BOSO - Business Office for Student Organizations
 - . Will approve of budget for events
 - i. Will reimburse you for event expenses
 - b. **BoilerLink** - website to manage memberships and organize events
 . Platform through which we converse with SAO
 - c. **ITaP**: Information Technology at Purdue
 . Will record in person presentation for Symposium
 - d. **ECN**:
 - e. **PGSG**: Purdue Graduate Student Government
- 2. **Boilerlink** - <https://boilerlink.purdue.edu/>
 - . Manage Organization ->

  **Chemical Engineering Graduate Student Organization** -> Events -> Create Event

- a. Fill out the APF form, need to fill out **2 weeks** prior to event
- 3. **UniTime** - <https://www.purdue.edu/physicalfacilities/units/asset-management/space-management/unitime-instructions.html#reserve>
 - . Reserve rooms and spaces for event
- 4. **Google Group (Listserv)**
 - . **Gmails:**
 - JLThornby@gmail.com (Jiselle)
 - tloberts1999@gmail.com (Tyler)
 - marsing.melissa93@gmail.com (Melissa)
 - angie97.k@gmail.com (Angelique)
 - anniesun36@gmail.com (Annie)
 - vaddadisaimahit@gmail.com (Mahit)
 - ajayharishankar15@gmail.com (Ajay)
 - kurtrussell35@gmail.com (Kurt)
 - anneestherseban@gmail.com (Anne)
- 1. **Shared Drive: chegsosh**
 - . On campus internet connection or VPNt

.VPN: Cisco AnyConnect

Symposium:

New items:

1. Symposium date: August 18th, 19th saved for interviews (typically 18th - 20th)
 - . Mixer - Night of August 17th
 - a. Symposium/ Awards Dinner - All day August 18th
 - b. Interviews - All day August 19th
2. Symposium attendance/logistics:
 - . In Person - Currently allowed as stated by the Protect Purdue Pledge

Visitor Guidelines

0. "Student Organizations may host visitors for events such as meetings and competitions. All events must be pre-approved through Student Activities and Organizations and compliant with all state, county and Protect Purdue Guidelines. The organization is required to ensure visitors are fully aware and completely adhere to these guidelines. Any documented non-compliance may result in event cancellation, restrictions on the organization's ability to host future events, and individual/organizational conduct charges. Organizations must be aware that changing conditions may require modifications or cancellation of events with limited notice."

i.Event Guidelines

0. "Student organizations must have their event plan approved by the Office of the Vice Provost for Student Life, which will ensure the student event is safely conducted and complies with those guidelines. Activity approval starts through Student Activities and Organizations (SAO) by submitting an Activity Planning Form located on BoilerLink."
3. Keynote Speaker:
 - . Gautam Kumar, Ph.D.
 - a. Officer transition has been communicated to the speaker
4. Reserve atrium, G124, B124, G140 - Done
5. Industrial Rep attendance cost determination
 - . \$500 / rep
 - a. \$350 /additional rep
 - b. Free/New company reps
6. Send email requesting industrial contacts to PIs and current students
7. Sell advertising pages in the brochure
8. Task assignments (**View GSO Spreadsheet**)

Job	This Year	Last Year	Responsibilities
Judging Coordinator	Michael	Melissa	Choose judges for the poster contest, make judging cards and certificates for poster and oral presentations, assemble results on the day of symposium
Scheduling Coordinator	Bev, Anne, Melissa	Bev, Sydney, Anne	Collect abstracts from student speakers and resumes from any student to be put in publications, create schedule of talks for the day, obtain proctors for each session of talks, make packets to assist proctors on the day of Symposium, coordinate block of hotel rooms, van driving, parking permits
Poster Session Coordinator	Tyler	Ilke	Contact professors and students to request poster submissions, make up, setup and tear down poster stand layout
Publications Coordinator A	Mahit	Alex	Create brochure, resume book, and soft copy of all publications for industrial rep packets
Publications Coordinator B	Montgomery/Kurt/Angelique	Montgomery	Create abstract book
Industrial Liaison Head	Jiselle	Daniel H.	Form team of industrial liaisons to invite industrial reps to the symposium by email/phone and invitation

Industrial Liaisons	Annie, Dharini, Ajay, Jackson	Montgomery, Ara, Bereket, David	Help contact industrial reps (several non-GSO officers may also participate in this role)
Industrial Packet Coordinator	Kurt	Ara	Put together packets for industrial reps to pick up at Symposium, containing name tags, publications, and Purdue information; help coordinate guest lists for all events
Refreshment Coordinator	Kurt	Jiselle	Setup catering service and venues for mixer (Wednesday night) and banquet (Thursday night), setup refreshments for the day of symposium (coffee breaks)
Website Supervisor	Conferences	Conferences	Update website with details on symposium
President	Montgomery	Paulina	

Initial Symposium Tasks:

- Please refer to the GSO spreadsheet for the suggested timeline of your roles responsibilities
- Contact prospective venues for Wednesday/Thursday evening events (previous years have been Purdue Room (Outpost/Stg. Prestons)/Lafayette Brewing Co) (Dharini)
- Reach out to ITaP for recording oral presentations (Montgomery)
- Send out resume submission email with deadline (7/15) (Bev, Anne, Melissa)
- Get in contact with industrial liaison team (Jiselle)
- Update industrial contact list (can get help from previous year people, Industrial Advisory Council) (Montgomery and Jiselle)
- Email faculty and students requesting poster submissions, including all details and the deadline for submission (7/15) (Tyler)
- Create brochure and check with president for approval (Mahit)
 - All published material should go through Montgomery and/or Bev prior to release

- Inventory name tag banners, nametag holders, and industrial packet folders and determine how many more we need - number of folders depends on number of industrial reps, number of nametag holders depends on ALL attendees (Kurt)
- Create invitation (include keynote speaker, hotel information, registration info, deadline for registration) and check with president for approval (Angelique)
- Update website with current officers/assigned role, symposium/event dates, contact info, online registration/link to conferences page (Mahit)

Officer Updates:

- Vice President/Treasurer (Jiselle):
 - Meet with Dr.Kim and I to discuss symposium budget (& this year)
 - Start Budget for the 2022 year GSO events
 - I'm prepping a PPT with: (1) historical spending metrics for each officer for reference/guidance for this year's budget, (2) receipt do's and don't's for BOSO reimbursements, and (3) general info.
- Co-Curricular (Tyler):
 - Decide if truth and beauty/future faculty seminars should begin in the summer or the fall semester
- Communications (Mahit):
 - Update officers on the website
 - Announce new officers on social media?
 - Start publicizing symposium once we start accepting industrial reps/have a website
- First Year Representatives (Ajay & Michael):
 - Get email list for incoming graduate students from Bev
 - Update the first year booklet
 - This should go out in early June since there is a housing shortage and first years should be informed as soon as possible
- Outreach (Kurt):
 - Contact Murdock for restarting the volunteer program in the fall
- Safety (Jackson):
 - Recruit a backup safety chair for December when Jackson will graduate
- Social Chair (Angelique):
 - Start planning summer hike
 - Any other social event recommendations
 - Mahjong
 - Poker tournament
 - Game night
 - Co-host 1(?) event per semester per club
- Sports (Melissa):
 - Any sports event recommendations
 - Rock climbing
 - Soccer (Futbol)

- Cricket
 - Badminton
 - Squash
 - Disc golf
- Student Advocacy (Anne):
 - Start attending committee meetings with Montgomery
 - Update method for student advocacy link (Sydney's suggestion)
- Sustainability (Dharini):
 - Order mugs - 35 students
- PGSG (Annie):
 -
- President (Montgomery):
 - Monthly email updates from GSO will begin starting tomorrow
 - Will include link to anonymous submission in the next email
 - All club leader contact information
 - Requested from current listed club leaders
 - No events to announce as of right now
 - Add preliminary announcements without dates and send out event flyers as events are scheduled?
- Staff Advisor (Bev):
- Faculty Advisor (Dr. Morgan):
 - Improve industrial contacts
 - Improve participation from international students
 - Improve interaction between students and faculty

Action Items:

1. Work on symposium upcoming deadlines (see above)
2. Communications: Upload meeting minutes
3. Let Montgomery know about upcoming events for Summer (Date, time, and event)
4. Preferred email for google calendar access