



Davidson School of
Chemical Engineering



Meeting Minutes – Chemical Engineering Graduate Student Organization (GSO)

Monday, June 5, 2023, 10:00 AM – 11:00 AM

Meeting Location: Forney Hall of Chemical Engineering 3062B and via Zoom

Attendees:

Jiselle Thornby – President

Isaac Wheeler

Sarah Gustafson

Marisa Egan

Zachary Beickman

Esra Ulgey

Juan Alban

Begum Yuksel

Angelique Klimek

Ted Kim

Kirbua Catherine Vincent

Tyler Roberts

Mitchell Haselow

Austin Choi

Bev Johnson – Staff Advisor

Dr. John Morgan – Faculty Advisor

General Updates for First Meeting of 2023-2024 GSO

- Discussed organizations that GSO works through to host events, use/manage funds, distribute and store documents, etc. (SAO, BOSO, BoilerLink, etc.)
- Solicited Gmail addresses for a Google Listserv
- Directions for access to GSO shared drive given

Symposium

New items:

1. Symposium: August 17 - 18 for interviews
 - a. Mixer - Night of Wed., August 16
 - b. Symposium/Awards Dinner - All day Thurs., August 17
 - c. Interviews - All day Friday, August 18
2. Symposium attendance/logistics:
 - a. In Person - Currently allowed as stated by the Protect Purdue Pledge

i. Visitor Guidelines

1. “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.”

ii. Event Guidelines

1. “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:

. **Need to obtain speaker still!**

a. Montgomery suggested:

i. Kimberly Underhill - B.S. ChE (Purdue) ‘87

1. Global President of Kimberly-Clark

ii. **Kristi Anseth** - B.S. ChE (Purdue) ‘92 and PhD ChE (U. of CO) ‘94

1. Professor of Surgery - Chemical and Bio. Eng. UC Boulder

iii. **Roberta Gleiter** - B.S. ChE (Purdue)

1. Technical Staff Member - The Aerospace Corporation

iii. **Harold Igdaloff** - Owner of Sungro

4. Reserve atrium, G124, B124, G140

5. Industrial Rep attendance cost determination

1. \$500 / rep
2. \$350 /additional rep
3. Free/New company reps

6. Send email requesting industrial contacts to PIs and current students

7. Sell advertising pages in the brochure

Task assignments (**View GSO Spreadsheet**)

Job	This Year	Last Year	Responsibilities
Judging Coordinator	Ted	Michael	Choose judges for the poster contest, make judging cards and certificates for poster and oral presentations, assemble results on the day of symposium

			Ask Faculty and Post Docs to be Judges EARLY! (5-6 judges)
Scheduling Coordinator	Bev, Isaac, Mitchell	Bev, Anne, Melissa	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	Tyler	Contact professors and students to request poster submissions, make up poster stand layout, setup and tear down
Publications Coordinator A	Austin	Mahit	Create brochure, resume book, and soft copy of all publications for industrial rep packets
Publications Coordinator B	Jiselle/Sarah/Begum	Montgomery/Kurt/Angelique	Create abstract book and Cover Page
Industrial Liaison Head	Angelique	Jiselle	Form team of industrial liaisons to invite industrial reps to the symposium by email/phone and invitation
Industrial Liaisons	Zachary, Marisa, Esra, Catherine	Annie, Dharini, Ajay, Jackson	Help contact industrial reps (several non-GSO officers may also participate in this role)
Industrial Packet Coordinator	Sarah	Kurt	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	Juan	Kurt	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	Jiselle	Montgomery	

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) (Marisa)
 - Try the Purdue Room in Sgt. Prestons
- Send out resume submission email with deadline (7/15) (Bev, Isaac, Mitchell)
- Get in contact with industrial liaison team (Angelique)
- Update industrial contact list (can get help from previous year people, Industrial Advisory Council) (Jiselle and Angelique)
- 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 (Austin)
 - 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 (Sarah)
- Create invitation (include keynote speaker, hotel information, registration info, deadline for registration) and check with president for approval (Begum)
- Update website with current officers/assigned role, symposium/event dates, contact info, online registration/link to conferences page (Austin)

Officer Updates

- Angelique (VP/Treasurer)
 - Meet to discuss symposium budget (& this year)
 - Start Budget for the 2023 year GSO events
 - Prep PPT with: (1) historical spending metrics for each officer for reference/guidance for this year's budget, (2) receipt do's and dont's for BOSO reimbursements, and (3) general info.
- Tyler (Co-Curricular)
 - N/A
- Austin (Communications)
 - Update officers on website (receive headshots and bios from new members)
 - Announce new officers on Instagram
 - Publicize symposium once we start gathering industry reps and have a website to post
- Ted and Esra (First Year Reps)

- Received email list for incoming first years from Bev
- Update/send out the first year booklet (includes housing info so should be sent ASAP)
- Sarah (Outreach)
 - N/A
- Catherine (Safety)
 - No summer office cleanup (done on an individual basis through Jason)
- Begum (Social Chair)
 - Plan summer hike
 - Not too many summer events, mostly focus on Symposium
- Mitchell (Sports)
 - Looking for sport recommendations
 - Rock climbing, soccer, cricket, badminton, squash, disc golf, etc.
- Zachary (Student Advocacy)
 - Get anonymous submission link
- Marisa (Sustainability)
 - Order mugs for 44 incoming first years
- Isaac (PGSG Rep)
 - N/A, PGSG doesn't start until the fall
- Juan (DEI)
 - Encourage GSO members and grad students to bring their mugs for coffee before seminars, during meetings, etc. (to reduce the use of paper cups, sustainability initiative)
 - Asked when the last time a new GSO officer position was added (first year reps, many years ago) to understand how to start a new role
 - DCC – Diversity Culture Club – Jessica Torres and Dr. Corti as a potential contact
- Jiselle (President)
 - Monthly email updates from GSO will begin soon
 - Will include anonymous submission link in the next email
 - All club leader contact information

- Requested from current listed club members
 - No events currently
- Bev (Staff Advisor)
 - Online orientation for students
 - Plan First Year Picnic
 - Done by the first year reps
- Dr. John Morgan (Faculty Advisor)
 - N/A