



Davidson School of
Chemical Engineering



Meeting Minutes – Chemical Engineering Graduate Student Organization (GSO)

Tuesday 28, 2024, 10:30 AM – 11:30 AM

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

Attendees:

Sarah Gustafson – President	Ashutosh Bhadouria
Zachary Beickman	Zachary Hillman
Sameera Vellore	Megha Das
Isaac Timmer	Esra Ulgey
Anurag Ramesh	Wei-Ling Huang
Katherine Young	Samantha Jernigan
Sarah Finch	Dalton Yu
Bev Johnson – Staff Advisor	

Symposium

New items:

1. Symposium: August 15 - 16 for interviews
 - a. Mixer - Night of Wed., August 14
 - b. Symposium/Awards Dinner - All day Thurs., August 15
 - c. Interviews - All day Friday, August 16
- i. Book conference rooms for interviews

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

2. “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:

a. **Need to obtain a speaker still!**

i. in discussions with Dr. Hariprasad J. Subramani

4. Reserve atrium, G124, B124, G140

a. Already reserved

5. Industrial Rep attendance cost determination

a. \$500 / rep

b. \$350 /additional rep

i. Check if we can have two different costs for reps - check with Jiselle what they did last year

c. Free/New company reps

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

a. Angelique updating list

b. Last year of students graduating/what companies they’re at

7. Task assignments (**View GSO Spreadsheet**)

Job	This Year	Last Year	Responsibilities
Judging Coordinator	Sameera	Ted	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, Katherine, Ashu	Bev, Isaac, Mitchell	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	Megha	Tyler	Contact professors and students to request poster submissions (early July, deadline 25th?), make up poster stand layout, setup and tear down
Publications Coordinator A	Samantha	Austin	Create brochure, resume book, and soft copy of all publications for industrial rep packets (Bev did resume and abstract book - send to one person, make sure correct template used, etc.)
Publications Coordinator B	Sarah G./Sarah F./Hillman	Jiselle/Sarah/Begum	Create abstract book and Cover Page, put books together near Symposium
Industrial Liaison Head	Zach	Angelique	Form team of industrial liaisons to invite industrial reps to the symposium by email/phone and invitation (sent save the date last year) (send interest poll instead of link, so we can send emails sooner)
Industrial Liaisons	Anurag, Esra, Isaac, Wei-Ling	Zachary, Marisa, Esra, Catherine	Help contact industrial reps (several non-GSO officers may also participate in this role)
Industrial Packet Coordinator	Hillman	Sarah	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	Dalton	Juan	Setup catering service and venues for mixer (Wednesday night) and banquet (Thursday night), setup refreshments for the day of symposium (coffee breaks) (recommend to start <i>as soon as possible</i>) (venues we used last year were good - recommend starting there - potentially limit bar Wed to beer/wine)
Website Supervisor	Conferences	Conferences	Update website with details on symposium
President	Sarah	Jiselle	Contact conferences

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) (Dalton)
 -
- Send out resume submission email with deadline (7/15) (Bev, Katherine, Ashu)
 - Check deadline
- Get in contact with industrial liaison team (Zach)
- Update industrial contact list (can get help from previous year people, Industrial Advisory Council) (Sarah G. and Zach)
- Email faculty and students requesting poster submissions, including all details and the deadline for submission (7/15) (Megha)
 - Check deadline
- Create brochure and check with president for approval (Samantha)
 - All published material should go through Sarah G. 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 (Bev/Robin)
 - Find out where they are
- (not immediate to-do) Create invitation (include keynote speaker, hotel information, registration info, deadline for registration) and check with president for approval (Sarah F.) TBD
- Update website with current officers/assigned role, symposium/event dates, contact info, online registration/link to conferences page (Samantha)

Officer Roles

Officer	Main Tasks
Vice President	<ul style="list-style-type: none"> - Symposium: contact and be responsive to the industrial reps - Treasurer responsibilities
Social Chair	<ul style="list-style-type: none"> - Block Party for the department the week before classes start (usually find somebody at the clubhouse at Launch) - End of year picnic - Collab with GSNO - End of the year Jeopardy - Hiking when weather is nice - Monthly coffee chats - Research Rumble - yearly
First year representatives	<ul style="list-style-type: none"> - Front-loaded. Will have to send out all the informational packages to the students. Work with Bev - Plan picnic during orientation - - Organize and coordinate Mentor-Mentee program (and ice cream social) - Advisor selection spreadsheet (maybe add panel?) - Ideally, way to engage first years throughout entire year - some examples from previous years include snacks in the dungeon, game nights, pizza nights, etc.
Safety	<ul style="list-style-type: none"> - Organize office cleanups - Safety seminars (CHESS, potentially once or twice a seminar) - Anonymous feedback link for safety concerns - Attend safety committee meetings
Sports	<ul style="list-style-type: none"> • Basketball brackets - Intramurals - sending info, etc. - Monthly events

Co-Curricular	<ul style="list-style-type: none"> - Organize Truth and Beauty Seminars - Future Faculty Seminar - Future Post-Doc Seminars - IAC Committee events - Colloquium Poster Session - Practically all poster sessions
PGSG	<ul style="list-style-type: none"> - Attend PGSG and report on the events - Email students with event opportunities (PGSG sends an email with this information)
Sustainability	<ul style="list-style-type: none"> - Highway clean up - Food Finders (once a month) - Food Drive (through Food Finders, Jasen Davenport to put out in atrium - around Thanksgiving) - Clothing Drive - Arbor day (April 22nd) - Earth Day - plant giveaway - we painted the terra cotta pots - Ordering GSO mugs (BY SEPTEMBER) (department pays for mugs - sustainability officer emails Dr. Kim)
Advocacy	<ul style="list-style-type: none"> - Checks the anonymous link - Attends GSAC and the Grad Committee - Help President and VP with funding reports
Outreach	<ul style="list-style-type: none"> • Murdock (this one is difficult for one person) - STEM Night
Communication (used to be publication - can find some documents in gso drive under publication)	<ul style="list-style-type: none"> - Update website with new GSO officers - ask bio, pic, pronouns as early as possible - Update the website in general - Update the poster on the 1st floor (now we just do instagram post) - Meeting minutes - on website - Take pictures at events and upload to social media/drive

Officer Updates

- Vice President/Treasurer (Zach):
 - Meet to discuss symposium budget (& this year)
 - Start Budget for the 2024-2025 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 don'ts for BOSO reimbursements, and (3) general info.

- Co-Curricular (Megha):
 - N/A
- Communications (Samantha):
 - Update officers on the website
 - Send Headshot and Bio and Preferred Pronouns to Samantha
Check <https://engineering.purdue.edu/~gso/about/> for previous examples!
 - Announce new officers on social media
Start publicizing symposium once we start accepting industrial reps/have a website
- First Year Representatives (Sameera and Isaac):
 - Get email list for incoming graduate students from Bev
 - Email list being finalized
 - What'sApp group set up and ready
 - Update the first year booklet
 - Gone through the material, found old Boiler key links and updated with new DuoMobile information

This should go out in early June since there is a housing shortage and first years should be informed as soon as possible
Planning to send out Mentor-Mentee program volunteer forms soon.
- Outreach (Zachary):
 - Will contact those interested when Fall is closer
- Safety (Wei-Ling):
 - N/A
- Social Chair (Sarah F.):
 - Plan summer hike
 - Any other social event recommendations
 - Social Chair Master List: <https://docs.google.com/presentation/d/1U-r8sXeYIXkHfeTWLDM7Y16O6-2GGzbqatQwzUtr-Q/edit?usp=sharing>
 - Recommendation for co-curricular - PT PUSH, importance of posture, etc.
 - APF comment
 - GSNO??? (tyler)
 - I will get a gso key from valley
- Sports (Ashu):
 - Creating timeline of sports events.
 - Intramural waivers - responsibility of organization?
 - Any sports event recommendations
- Student Advocacy (Anurag):
 - N/A
- Sustainability (Esra):

- Order mugs - 47 students - should be ordered **this summer** so that they can be distributed in the fall
 - Also ask Bev actually how many students are coming?
- Design of the mugs?
 - Ask Bev?
- PGSG (Katherine):
 - Does not meet until Fall
- Diversity, Equity, and Inclusion (Dalton):
 - Encourage GSO Officers and Grad Students for seminars to bring in their mugs!
 - DCC - Diversity Culture Club - Montgomery? and Dave Corti
- President (Sarah G.):
 - Monthly email updates from GSO will begin soon
Will include link to anonymous submission in the next email (need to get new link)
All club leader contact information (currently just book club)
No events to announce currently
- Staff Advisor (Bev):
 - Online orientation for students
 - Plan First Year Picnic
First Year Reps plan
- Faculty Advisor (Dr. Morgan):

Action Items:

1. Work on symposium upcoming deadlines (see above)
2. Meet with prior officer in your role (if you haven't already)
3. Communications: Upload meeting minutes
4. Let Sarah G. know about upcoming events for Summer (Date, time, and event)