

GSC Exec Meeting
9/2/22

I. Members in Attendance:

II. Updates

A. President - Chloe

1. Schedule Assembly meetings
 - a) Zoom panel
 - (1) Set up through IT?
 - b) First Wednesday of the month at 7pm
2. Add to the office supplies list in this folder
3. Please CC me on emails
4. Current Events
 - a) Career Fair
 - (1) Waiting to hear from Career Services
 - (2) Waiting to hear from Jessica about giveaways
 - b) Activities Fair
 - (1) Waiting to hear from Jessica about tablecloth
5. Ideas for events and monthly observances:
 - a) GSC presence at Athletics/games
 - (1) Wear polos/sweatshirts
 - (2) Table at Homecoming football game/Flock Party?
 - b) Table at Open Houses (Admissions)
 - (1) Sept 24
 - c) Admitted Students Day (Admissions)
 - (1) April
 - d) Casual social for grad students with CSA presentation about success
 - (1) Autumn social
6. Goals
 - a) Newsletter?
 - (1) Follow up with Nick
 - b) Grad school recruitment
 - c) Quick, easy outreach
 - (1) Coffee with GSC
7. Dr. Clark, a Diversity Consultant, is meeting with either Kellee or Wellington, as well as leaders of other shared governance groups
8. Outlook calendar
 - a) Add upcoming dates/events
 - b) Office hours
9. Email to Grad student body:

- a) Who we are
 - b) What we do
 - c) Office hours and office location
 - d) How to contact us
 - e) Can Jenn send emails to student body from SW account?
- B. Vice President - Jennifer
 - C. Secretary - Alexandra
 - D. Treasurer - Wellington
 - 1. Update on Culture Fest with ODI?
 - E. Social Coordinator - Kellee
 - F. Public Relations - Nick
 - 1. Megan can schedule head shots
 - 2. Us in polos and/or professional attire
 - 3. Doodle poll or lettuce meet

III. Questions

- A. Requirements and expectations for office hours
 - 1. Be available/have a presence
 - 2. Allotted time to work on duties
 - 3. Virtual hours will be done on GSC Zoom

IV. Action Items

Who	What	Done?
All	Sign honorarias	x
All	Add to office supplies	
Chloe	Reach out to Career Services	x
Nick	Reach out to CSIL/Tricia	x
Wellington	Reach out to ODI/Eli	x
Chloe	Reach out to meet Dr. Lepre and have GSC meet her	x
Nick	Reach out to Megan (photographer)	x
Chloe	Reach out to Jessica about Zoom panels/ IT needs	
Nick	Ask Admissions about tables at Open Houses and Admitted Students Day	

Jenn	Reach out to CSA	
Kellee	Reach out to Chemistry dept about liquid nitrogen ice cream social	Email sent 9/6
Chloe	Ask Jessica if Jenn can email student body from SW account	
All	Add events to Outlook calendar	
Kellee	Social media post with office hours	Sent email to Jessica 9/6
Chloe	Send socials info to Kellee and Nick	x
Chloe	Make doodle poll/lettuce meet for head shots	
Chloe	Get update on logo/polos	x