

## March 2, 2018 Meeting Minute

- Update from chairs
  - Vera met with CUMC and came up with event like poker night, volleyball tournament (April)
  - Cruise social tickets on sale next week
  - Scholarship application is open soon with total of \$2000
  - Vishal: Two inviting talks, send out forms for CCE to prepare
  - EGSC biweekly newsletter
  - Alumni dinner received 400 responses, keep selection procedure transparent: post data, figure, and table on the website
- New non-event proposal form online (buying coolers, t-shirts .etc)
- Review of event proposal bylaws
  - 4: how quickly and under what criteria to review the event proposal forms
  - Differentiate timeline for different types of events
  - Remove point 11
  - 10: how in advance should inform student group
- Budget proposal
  - Semesterly, for following semester
  - Money over the summer
- Improve communication between DRs and department administrator
  - Department administrator meeting, varies by department, Alvaro keeps information and disseminate to EGSC
  - Each department has graduate committee
- LETS programs in brown university
- Prepare questions for facilities at next meeting for the first 15- 20 minutes
  - Elevator, bathroom, room temperature, security issue of the door on 8<sup>th</sup> floor bridge at NWC, repaint stairways, elevator in mudd, bathrooms in NWC are gross, hot water
- CCE coming to the EGSC meeting next week
- Engage incoming students
  - Host local students for half a day
  - Webinars
  - Mentor program
  - Arrange more campus tours