March 2, 2018 Meeting Minute

• Update from chairs
  o Vera met with CUMC and came up with event like poker night, volleyball tournament (April)
  o Cruise social tickets on sale next week
  o Scholarship application is open soon with total of $2000
  o Vishal: Two inviting talks, send out forms for CCE to prepare
  o EGSC biweekly newsletter
  o 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
  o 4: how quickly and under what criteria to review the event proposal forms
  o Differentiate timeline for different types of events
  o Remove point 11
  o 10: how in advance should inform student group
• Budget proposal
  o Semesterly, for following semester
  o Money over the summer
• Improve communication between DRs and department administrator
  o Department administrator meeting, varies by department, Alvaro keeps information and disseminate to EGSC
  o Each department has graduate committee
• LETS programs in brown university
• Prepare questions for facilities at next meeting for the first 15-20 minutes
  o Elevator, bathroom, room temperature, security issue of the door on 8th 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
  o Host local students for half a day
  o Webinars
  o Mentor program
  o Arrange more campus tours