

1. Review on previously discussed items:
 - a. Water filters on all floors – With Ashley’s help, Jyot obtained a signed PO from Dr. Jayaraman, and placed the order. The filters should be here sometime this week
 - b. Office cleaning – Thomas is working on this with Toni. They are trying to seek out a schedule from the housekeeping staff.
 - c. Cardboard-boxes-disposal – Thomas has worked out a protocol with Louis. He will work with other team members to hang up instructions above the carts near the freight elevator. We are also trying to figure out the schedule of taking out these carts with the housekeeping staff.
 - d. QPR training: Patrick and Ashley will schedule this in the beginning of fall semester. It will be for the GSAC and ChEGSA representatives first, will be scheduled for the whole student body later based on their comments and suggestions.
 - e. GSAC listserv: With Ashley and Brandon’s help, Jyot obtained access to emailing the whole grad student body from GSAC official email.
2. Insurance – The insurance premium has increased but grad student stipend is not increasing this fall. Ashley has already talked to Dr. Jayaraman about the cost-of-living increase, which will be discussed in the next faculty meeting.
3. Maintenance – Jyot drafted and sent a formal email about the best way to communicate to the JEB maintenance team. We have received a suggestion through our anonymous contact form that we set up an online module for maintenance tickets, just like the IT requests. We will be discussing this possibility with the grad office, based on whether the maintenance issues persist. However, in the meanwhile, **please make note that texting the maintenance team number 979-219-8418 remains the best way to contact them.**
4. Surveys – as suggested by Dr. Elabd during the town hall meeting this semester, the GSAC would like to get specific data about students/student needs, and present them to faculty, possibly during faculty meetings. We will be working on the survey questions this week.
Current topics for questions: career plans (industry vs academia), qualifier exam policies, advisor-student relationships.
Please feel free to suggest any questions by emailing us or via the suggestion-box.
5. Leave policy for grad students – students are encouraged to approach the grad office with any issues. We will look into the possibility of the grad program director or the head would be willing to conduct a workshop on advisor-student relationships and the department’s policies about the same.
6. For the record the GSAC will check back with the department in the fall regarding the following issues that were discussed in the town hall meeting:
 - a. Origin and MATLAB licenses
 - b. CHEN Grad student career fair