

1. New officer positions

As we figured things out through the past year, we have realized that we need two more officer positions, in addition to the chair (meeting mediation and overall coordination), the secretary (meeting scheduling, writing agenda and meeting minutes, keeping track of the past meetings), and the executive officer (emails to student body, assisting chair and secretary in their tasks).

- a. Scheduling officer – Responsible for scheduling meetings and events
- b. Webmaster – will be given access to GSAC page on ChEGSA website, will have to update it as needed

2. Review on previously discussed items:

- a. Water filters on all floors – The filters are in the building. Waiting on Louis to get them retrofitted with the help of on-campus maintenance team.
- b. Office cleaning – This is proving to be much more challenging than expected. We will keep on trying and updating the student body about this. Please keep sending any complaints/comments to Ashley and GSAC: that will help us resolve this.
- c. Cardboard-boxes-disposal – Waiting on Louis + housekeeping staff to agree on a protocol. Please keep sending any complaints/comments to Ashley and GSAC, that will help us resolve this.
We realized while discussing this that there is a new protocol for chemical waste disposal. We will send it out to the grad student body as a separate email.
- d. QPR training: For GSAC and ChEGSA representatives, tentative date Oct 10. Will be scheduled for the whole student body later based on their comments and suggestions.
- e. Cost of living increase: Ashley has brought this up to Dr. Jayaraman, who will discuss it in the faculty meeting.
- f. Origin and MATLAB licenses: this has been officially brought to the attention of the department. We are waiting on their response. In the meanwhile, student can request remote access to their office computer by contacting the IT staff at chen-helpdesk@tamu.edu.
- g. Grad student career fair – we are working with the faculty members as well as ChEGSA to increase the attendance from industry officials in the ChEGSA symposium, which has the best promise to serve as a career fair.