

1. Office Cleaning – Thomas
 - Thomas has had email conversations with Toni and Louis. He will meet with them to come up with a concrete plan.
2. Filtered drinking water – Jyot
 - With Hallie's help, Jyot looked into previous conversations with the Aggie Green fund. It does not look like we will be eligible for the grant, since the water usage in the current filters is not high enough.
 - Jyot will look into department resources for these funds.
3. Waste disposal – cardboard boxes – Thomas
 - Thomas is working on this. There are a couple of recycle bins on the 5th floor, he will talk to Louis to see if we can get more for other floors.
 - After this is done, we will print out signs (poster material) with Toni/Lupe's help and fix them on every floor to indicate cardboard box disposals.
4. The department social
 - Jyot will send an invitation reminder with a map to all students.
 - Hallie will come up with icebreaker activities for the initial ~15 mins.
 - Spyros will prepare some slides including the social info/title slide, names of graduating students, and names of best PhD-qualifiers presenters.
5. Respecting public space - the grad student computer lab – Ari
 - Ari will draft an email about this issue.
 - Things lying in the grad lab should go to the grad office (Ashley/Terah) as Lost & Found.
 - HWs (to be graded by TAs) should not be left unattended.
 - We will put a sign on grad lab door.
6. Swipe Card Access Reset – Hallie
 - Hallie will talk to Louis to find out the mechanism of swipe card access reset – whether it changes for all students, whether it changes yearly etc.
 - We will then schedule email reminders to be sent before each reset-period starts.
7. Leaves for Grad Students
 - >30 days leave is without pay
 - No established protocol for asking about leaves – for protecting student rights
 - Ashley or Terah can interject if there is a serious issue
 - There should be a department-mediate Town Hall for each research group. This will be thought upon in subsequent meetings. Ideas might be brainstormed with the grad office.
 - What is the definition of *working days* for grad students?
 - AERO grad students initiated a Lab Climate Feedback Form a couple years ago, we can look into that.
8. Future socials in JEB
 - This is addressing an anonymous suggestion provided through the suggestion-box on the website.
 - We will send out a note explaining that JEB does not have a large enough room to cater the whole grad student body.
9. QPR training
 - Time will be decided after the elections.

10. Supplies for grad lab

- Supplies do not remain in the lab. A note about this will be included in the email about grad lab.
- Lupe at the front desk has extra dry-erase markers for the board.
- The stapler can be bolted down to the table.

11. Elections

- Google form should consist of questions about all the criteria (year, floor, location) specified in the GSAC by-laws.
- We will have a short meeting next week for discussing the election.
- Timeline:
 - i. Nomination email: April 4
 - ii. Nomination time: April 8-April 15
 - iii. Election: April 22 to April 26
 - iv. Counting (by non-nominees from the current council as well as Dr. Green): April 26 to April 29 – the weekend
 - v. Results: April 29 after discussion in GSAC monthly meeting