

1. Office Cleaning
 - Thomas will check with Toni to determine the cleaning schedule.
 - Cleaning schedule will be shared with graduate students so that they can schedule to have their offices unlocked accordingly.
2. Filtered drinking water
 - Filtered drinking water is not available on all floors.
 - Jyot will check with Aggie Green Fund so that we can apply for funds to facilitate this.
3. Graduate and Professional Student Council
 - Delegates must attend meetings in order to qualify the department for grants and awards
 - ChEGSA has 1 delegate and we can have up 2 delegates per department
 - Ari will serve as a delegate from GSAC, ergo, the second delegate from the department
4. Waste Disposal - cardboard boxes (from packages and etc.)
 - Ashley/Terah will email Louis to figure out the new protocol for dispensing cardboard boxes, since the large bins near the back elevator have been removed.
5. Re-planning of social
 - Purpose
 - i. To celebrate graduating students
 - ii. To engage with faculty as well as fellow grad students
 - iii. To recognize exemplary PhD-qualifier presenters
 - Teantative date: Mar 27, 2019 | 3-4.30PM | ZACH 297
 - The committee will send out emails from the GSAC email ID for better advertisement
6. Publicity of GSAC
 - We will announce our email address and how to contact us
 - Protocol: send email to Ashley/Terah/Toni/Dr. Jayaraman, who can then forward the same to the graduate student body
 - **Pre-meeting:**
 - i. Announce/Remind student body of upcoming GSAC meeting
 - ii. Mention current meeting agenda
 - iii. Prompt student body for additions to the current agenda of issues to be discussed (suggestion box link)
 - **Post-meeting:**
 - i. Share meeting minutes with student body:
 1. **Summary** of discussed agenda
 2. **Action points** to be taken
7. Safe space for sensitive issues
 - Primary/local resource: Ashley/Terah. Just walk into their office, or email them to ask for a good time to meet
 - Secondary/university-level resources
 - i. Student Counselling Services (<https://scs.tamu.edu/>)
 - ii. OGAPS Ombuds Officer (<https://ogaps.tamu.edu/New-Current-Students/Ombudsperson>)