

1. Review on previously discussed items:
 - a. Email about courtesy in grad computer lab – Ari will draft an email, get it reviewed and send it to the grad student body.
 - b. Water filters on all floors – Jyot has obtained quotes and sent to Ashley. She will talk to Dr. Jayaraman for arranging the funds.
 - c. Office cleaning – Thomas is working on this with Louis and Toni.
 - d. Cardboard-boxes-disposal – Thomas is working on this with Louis. They will come up with a Standard Operating Protocol: most likely the carts will be replaced on every floor of JEB, beside the freight elevator. Students can place flattened boxes in there, which the cleaning staff will take out. We will advertise this protocol via email, and to the new students during their orientation. We will print out posters about the SOP and place them over the carts on every floor.
 - e. QPR training: to be scheduled for old & newly elected ChEGSA + GSAC members - Patrick has created a poll for deciding a time.
2. GSAC Listserv – Ashley will talk to Brandon about bringing back the older approval protocol, where the email is sent directly to all chen-grad following approval from the grad office (instead of a fwd from Ashley/Terah).
3. Maintenance – We received a number of requests/complaints regarding maintenance via the message-box on our website. Some of these were emergent and should be addressed to Louis and team immediately. It seems like the graduate student body needs more awareness about these emergency contacts, at least every JEB-student should know Louis by face and have his team’s emergency number stored on their phone. Jyot will work with Louis to draft an email regarding this (to be sent to the grad student body).
4. Coffee machine for grad students – we received an anonymous message wondering if GSAC could request the department for providing a coffee machine for grad students in JEB. The GSAC would like to focus on the paramount issue of filtered water for now. In the meanwhile, the students need to be made aware that ChEGSA has set up a filter-coffee machine as well as a Keurig machine in JEB 440, all grad students are entitled to use these machines however the students need to bring their own coffee.
5. 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 work during the summer, on questions that need to be included in the survey, and target the first faculty meeting in the fall. We will welcome any suggestions from the student body about these questions, however following are two examples that will be important to have in the surveys:
 - a. Exact numbers on students wanting to go into academia/industry/national labs – we should maybe include industry-specific questions (e.g., bio-pharma/oil-gas/materials) – this could help have a better presentation to the faculty members
 - b. A survey about the qualifier exams. A few members on the GSAC brought this up: the qualifiers was a great learning experience for senior PhD students. This time around it

felt like the students were being interviewed (which should happen pre-admit) rather than just screened for their abilities. This was the feeling of a few members on the GSAC, we will try to gauge opinions of other PhD students in the department.

6. Leave policy for grad students – this is an important issue for the grad students, however since we are termed as part-time workers (20 hours instead of the usual 40-hour jobs), we are not entitled to all the job perks that everyone else can get. This is not an issue that can be addressed at the department level, it should be raised university-wide. The GSAC members serving as representatives on university councils (e.g., GPSC) will try to get those councils to address these issues. Large issues like this cannot be solved immediately, however we can at least try to stir the pot.
7. GESAB (Graduate Student Engineering Advisory Board) – GSACs and GSAs (like ChEGSA) from different engineering departments are putting together a council that will voice the student body's opinions to the College of Engineering. GSAC will work with ChEGSA, and will most likely send a representative to serve on this council. This will allow us to address university-level issues such as parking and leave policy.
8. 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