

Council of Graduate Students in Education (CGSE)

**3/18/2022 10:00am-11:00am
Meeting Minutes**

Zoom Link: <https://pitt.zoom.us/j/98390039519>

Attendees: Holly Plank, Ogechi Ironi, Dr. Andrea Zito, Dylan Kapit, Ricky Roger, Cole D'Alicandro, Yuan Gao, Sendi Estrada, Thomas James

Call to Order

10:00-10:05am Dylan	Welcome February Minutes were reviewed and approved
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New Business & Committee Updates

10:05-10:15am Sendi	<p>CGSE President Updates:</p> <ul style="list-style-type: none"> ● Extra Mile Award Updates <ul style="list-style-type: none"> ○ The Extra Mile aware deadline was originally March 7th, however, there were no nominations at that time. We will extend the nominations until April 11th. ○ Sendi will include the nomination form in the list of information that will go into the newsletter. ○ Sendi will also include CGSE social media links in the next newsletter. ● CGSE Officer Spring Elections <ul style="list-style-type: none"> ○ Nominations close today, March 18th ● End of Year CGSE Celebration <ul style="list-style-type: none"> ○ Sendi will be working with Events Committee to organize an end of year event (mid/end of April) ○ Graduation Date: Thursday, April 28th at 6pm at the Fitzgerald Fieldhouse <ul style="list-style-type: none"> ■ Sendi will look into special gifts for graduating CGSE members and present/former officers. Communication will also be shared via social media to celebrate CGSE officers who are graduating.
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10:15-10:20am Dylan	<p>CGSE Vice-President Updates:</p> <ul style="list-style-type: none"> ● Officer Pay Updates: <ul style="list-style-type: none"> ○ Everyone should have received an email from EJ about setting her up as a delegate in Concur so that they can get paid. ○ Everyone should be paid for Spring semester and retroactive pay for Fall semester. If you run into issues, email EJ directly.
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10:20-10:25am Cole	<p>Business Manager Updates:</p> <ul style="list-style-type: none"> ● Budget Update <ul style="list-style-type: none"> ○ EVENTS: \$59.33 allocated for Speed Friending event ○ SUPPLIES & SNACKS: \$104.10 allocated for Speed Friending ● Overview of Reimbursement Procedures <ul style="list-style-type: none"> ○ To expedite the reimbursement process, all reimbursement requests should go through the Business Manager email address: CGSE.BM@gmail.com ○ Do not send reimbursements to Cole's direct Pitt email
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10:25-10:35am Ogechi, Thomas, & Sierra	<p>Conference Committee Updates</p> <ul style="list-style-type: none"> ● CGSE Conference dates are April 6th - April 8th ● General conference updates <ul style="list-style-type: none"> ○ The theme is (Re)imagining the Educator ○ Submission application form will go out on Monday, March 21st and will stay open
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	<p>for 2 weeks. A registration form will go out, as well.</p> <ul style="list-style-type: none"> Marketing <ul style="list-style-type: none"> Generally, newsletter information should be sent to Isaac the Wednesday before the Monday the newsletter goes out. The newsletter just went out on Monday, March 14th. Therefore, the Conference committee must send the information to Isaac by Wednesday March 23rd to share by March 28th. The information can also be sent to program coordinators to make sure that program faculty are sharing it with students in class. This information must be sent ASAP to Dr. Zito who can then share with program coordinators.
10:35-10:40am Yuan	<p>SPN Committee Updates:</p> <ul style="list-style-type: none"> Upcoming events <ul style="list-style-type: none"> Mental Wellness and Coffee Break event Next Friday. There will be guest speakers from the student counseling center to introduce resources for student mental health. SPN will also host a conversation with Dr. Zito on April 14th. A survey will be sent to graduate students to collect concerns/questions for administration. These questions might be social or academic in nature.
10:40-10:45am Claudia	<p>Events Committee Updates:</p> <ul style="list-style-type: none"> Claudia was not in attendance today
10:45- 10:50am Prachi	<p>Travel and Research Grants Updates:</p> <ul style="list-style-type: none"> Prachi was not in attendance today
10:50-10:55 Ricky	<p>Service Update</p> <ul style="list-style-type: none"> Service plans to partner with The Clean and Outreach Program to host an event on April 9th. Prior to the event, Ricky will create a registration form to send out to SOE.
10:55-11:00 Ogechi	<p>Communications Updates:</p> <ul style="list-style-type: none"> Ivy has re-circulated the election nomination forms on social media She will start to draft the socials for election after the nomination window is closed on the 18th <p>Colloquium Committee Updates</p> <ul style="list-style-type: none"> Reminder, <i>CGSE Colloquium Panel: Organizing Opportunities</i> is today at 12pm. Register HERE TLL is also hosting weekly Abbott Elementary Viewing & Chat events. Register HERE
<p><u>Meeting Adjourned</u></p> <p>Next General Meeting: Friday, April 15, 2022 10:00am</p>	
<p>Next Meeting Agenda Items</p>	<ul style="list-style-type: none"> End of year celebration Extra Mile Award update Elections update Service event update

Action Items

Questions, Comments, Concerns?

- Contact the CGSE by email at CGSE@pitt.edu. Also, you may contact CGSE President Sendi Judith Estrada at SJE27@pitt.edu and CGSE Vice President Dylan Kapit at DIK46@pitt.edu.
- If you need to add or change something in the CGSE meeting minutes, please contact CGSE Secretary Ogechi Ironi at OGI1@pitt.edu.
- Who is CGSE? Get to know your officers [here!](#)

Task	Who is responsible?	Notes