

Council of Graduate Students in Education (CGSE)

**Time: Wednesday, March 15, 2023 4-5pm
Meeting Agenda**

Room: 5914

5th Floor Posvar Welcome Center

Zoom: <https://pitt.zoom.us/j/9474992190>

Attendees: Ogechi Irondi, Holly Plank, Hannah Goldstein, Yuan Gao, JP, Anna Premo, Sarah Peters, Song (non officer)

Time	<u>Call to Order</u>
Facilitator	Meeting called to order at 4:03pm
4:00-4:03 pm Ogechi	<p>Welcome</p> <p>Review & Approve Last Meeting's Minutes</p> <ul style="list-style-type: none"> • January 2023 Meeting Minutes <ul style="list-style-type: none"> ◦ <i>Motion to approve-</i> Sarah Peters, Hillary Henry Second • February 2023 Meeting Minutes <ul style="list-style-type: none"> ◦ <i>Motion to approve-</i> Yuan Gao, Second- Anna Premo <p>Introduce Agenda</p>
<u>Old Business</u>	
4:03-4:05pm Ogechi and Holly	<ul style="list-style-type: none"> • Check action items • Bylaws update <ul style="list-style-type: none"> ◦ Amendments will be included as part of the election ballot so folks can vote on everything at once. This will also be sent out to all CGSE members outside the board. • SORC updates <ul style="list-style-type: none"> ◦ We need to order things ahead of time so we do not need to reimburse students • Need to reschedule April General Meeting for Freedom and Justice Gathering (Currently April 19th at 4pm) <ul style="list-style-type: none"> ◦ Please fill out Doodle by EOD today-
<u>New Business & Committee Updates</u>	
4:05-4:06 pm Ogechi	<p>President Updates:</p> <ul style="list-style-type: none"> • GPSG Updates <ul style="list-style-type: none"> ◦ GPSG meeting is Thursday, March 16th. Ogechi will share important updates after the meeting if they are time sensitive. Otherwise, there will be updates at the April meeting. ◦ There is a social a weekend in April (Easter for those who celebrate)
4:06-4:18 Yuan	<p>Vice President Updates:</p> <ul style="list-style-type: none"> • Elections

	<ul style="list-style-type: none"> ○ Updated timeline <ul style="list-style-type: none"> ■ This Friday is the original date for the nomination window to close. If we get enough nominations, we will keep the original deadline. ○ Information Session- Thursday 2:30-3pm- Virtual, this is advertised on social media and the SOE newsletter. ● Please nominate at least one person for a position <ul style="list-style-type: none"> ○ Link ○ Please share this out in your classes (graduate students only) 																																																																																																															
<p>4:18-4:22pm</p> <p>Anna</p>	<p>Business Manager:</p> <ul style="list-style-type: none"> ● Budget Update <ul style="list-style-type: none"> ○ No major updates ○ Only half of the funds awarded have been reimbursed so far. ○ What are the reasons people are not requesting reimbursement after being awarded funds? <ul style="list-style-type: none"> ■ We will continue to discuss this in the future. ● Dashboard Update <ul style="list-style-type: none"> ○ We will have access to the subsidy and rollover soon. These will be uploaded to Engage soon. <p>2022-2023 CGSE Financial Dashboard</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="313 810 841 1079"> <p>Budget Status</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Amount</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Spent</td> <td>\$13,058</td> <td>36.2%</td> </tr> <tr> <td>Remaining</td> <td>\$22,984</td> <td>63.8%</td> </tr> </tbody> </table> </div> <div data-bbox="857 810 1515 1079"> <p>Budget Status by Category</p> <table border="1"> <thead> <tr> <th>Budget Category</th> <th>Remaining</th> <th>Spent</th> <th>Overrun</th> </tr> </thead> <tbody> <tr> <td>CGSE Operations</td> <td>\$5,000</td> <td>\$7,000</td> <td>\$0</td> </tr> <tr> <td>Events</td> <td>\$7,000</td> <td>\$1,000</td> <td>\$0</td> </tr> <tr> <td>Reserves</td> <td>\$5,000</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>Student Funds</td> <td>\$5,000</td> <td>\$3,000</td> <td>\$0</td> </tr> <tr> <td>Sustainability</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> </tbody> </table> </div> </div> <div data-bbox="313 1094 1515 1329"> <p>Monthly Spend by Category</p> <table border="1"> <thead> <tr> <th>Month</th> <th>CGSE Operations</th> <th>Events</th> <th>Reserves</th> <th>Student Funds</th> <th>Sustainability</th> </tr> </thead> <tbody> <tr> <td>Jul</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>Aug</td> <td>\$1,500</td> <td>\$300</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>Sep</td> <td>\$1,000</td> <td>\$300</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>Oct</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>Nov</td> <td>\$1,000</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>Dec</td> <td>\$2,500</td> <td>\$500</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>Jan</td> <td>\$800</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>Feb</td> <td>\$1,000</td> <td>\$0</td> <td>\$0</td> <td>\$2,500</td> <td>\$0</td> </tr> <tr> <td>Mar</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$1,500</td> <td>\$0</td> </tr> <tr> <td>Apr</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>May</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>Jun</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> </tbody> </table> </div>	Category	Amount	Percentage	Spent	\$13,058	36.2%	Remaining	\$22,984	63.8%	Budget Category	Remaining	Spent	Overrun	CGSE Operations	\$5,000	\$7,000	\$0	Events	\$7,000	\$1,000	\$0	Reserves	\$5,000	\$0	\$0	Student Funds	\$5,000	\$3,000	\$0	Sustainability	\$0	\$0	\$0	Month	CGSE Operations	Events	Reserves	Student Funds	Sustainability	Jul	\$0	\$0	\$0	\$0	\$0	Aug	\$1,500	\$300	\$0	\$0	\$0	Sep	\$1,000	\$300	\$0	\$0	\$0	Oct	\$0	\$0	\$0	\$0	\$0	Nov	\$1,000	\$0	\$0	\$0	\$0	Dec	\$2,500	\$500	\$0	\$0	\$0	Jan	\$800	\$0	\$0	\$0	\$0	Feb	\$1,000	\$0	\$0	\$2,500	\$0	Mar	\$0	\$0	\$0	\$1,500	\$0	Apr	\$0	\$0	\$0	\$0	\$0	May	\$0	\$0	\$0	\$0	\$0	Jun	\$0	\$0	\$0	\$0	\$0
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<p>4:22-4:28pm</p> <p>Cara & Ogechi</p>	<p>Communications Committee:</p> <ul style="list-style-type: none"> ● Updates <ul style="list-style-type: none"> ○ Please share our posts so we can get more engagement <3 tysm ○ School of Education Communication- We can look into using the televisions to advertise events. We will be piloting this by advertising the conference. 																																																																																																															
<p>4:28-4:33pm</p> <p>Sierra, Sarah, and Yuan</p>	<p>Events Committee:</p> <ul style="list-style-type: none"> ● Updates <ul style="list-style-type: none"> ○ Cookie Decoration Event 3-28 from 4-5:30pm in the Colloquium room. The cookies are coming from Grand View Bakery. 4 dozen cookies were ordered, so we can support about 48 people. <ul style="list-style-type: none"> ■ Budget- Under \$100 for cookies. Total will be under \$200. 																																																																																																															

Questions, Comments, Concerns?

- [General Feedback](#) and [Feedback for CGSE President](#)
- Contact the CGSE by email at CGSE@pitt.edu. Also, you may contact CGSE President Ogechi Irondi at OGI1@pitt.edu and CGSE Vice President Yuan Gao at YUG50@pitt.edu
- If you need to add or change something in the CGSE meeting minutes, please contact CGSE Secretary Holly Plank at holly.plank@pitt.edu

	<ul style="list-style-type: none"> ■ Post on social media today- Please share it in your networks! ■ This event is open to all School of Education students if they RSVP- RSVP Form ■ Looking for volunteers to help set up and decorate on Monday! During the event, at least one member of the events committee will be present. ■ SORC is behind on reimbursements, so we want to order ahead when possible (get invoice ASAP to bill SORC directly) ○ Trivia or Bingo Event <ul style="list-style-type: none"> ■ After the conference (timeline) ■ We are promoting this at the conference and cookie event. We will decide between trivia and bingo based on input from members at the conference. ○ Joint event with HHD department <ul style="list-style-type: none"> ■ Events committee has met with JP to discuss ideas about a possible event during finals
<p>4:33-4:45pm</p> <p>Hannah & Hillary</p>	<p>Travel and Research Grants:</p> <ul style="list-style-type: none"> ● Updates <ul style="list-style-type: none"> ○ None and no updates from the Dean's Office yet.
<p>4:45-4:50pm</p> <p>Ogechi & Hillary</p>	<p>Conference Committee:</p> <ul style="list-style-type: none"> ● Updates <ul style="list-style-type: none"> ○ Volunteers needed (day before, day 1, day 2). Email hmh60@pitt.edu or cgse@pitt.edu if you have capacity to volunteer- March 29th, 30th, and 31st <ul style="list-style-type: none"> ■ Room setup, food, decorations, signage, supporting presenters ■ Acceptances have been set out and the committee is working to create the schedule ■ Panel is confirmed! Workshops are happening, and they are exciting! ■ Please share this with your networks!
<p>4:50-4:55pm</p> <p>Holly</p>	<p>School Governance Committee Updates:</p> <ul style="list-style-type: none"> ● <i>School of Education Council/Planning and Budget Committee</i> <i>JP Marrero & Anna Premo</i> ● <i>Academic Programs Committee</i> <i>Cara Roth & Holly Plank</i> <ul style="list-style-type: none"> - <i>Next meeting March 3rd</i> - <i>Met and will have a meeting next month. There are changes to the programs (phd students) but they are not finalized. Updates will come directly from Dr. Zito by the end of the semester. Topics were cognates/supporting field, whether or not students needs to be part time/full time, and residency requirements. Also adjustments to coursework for undergrad programs and building out the undergrad program and adjustments to MAT program.</i> ● <i>Equity and Justice Committee</i> <i>Yue Geng & Yuan Gao</i> ● <i>Research, Teaching, and Mentoring Committee</i> <i>Holly Plank & Hannah Goldstein</i>

	<ul style="list-style-type: none"> • <i>Student Engagement Committee</i> <i>Sierra Ungerman, Sarah Peters, Jackie Spiezia, and Yue Geng</i>
4:55-5:00pm (If any) Holly	<p>CGSE Member Updates</p> <ul style="list-style-type: none"> • This is a space for any non-officer to share updates or concerns <p>Officer Ideas/ Other Updates</p> <ul style="list-style-type: none"> • JP- Shared student concern→ Thinking about how we can include the Health and Human Services Department in events that are “Education” focus like the conference. One student was asked to explain how their proposal was connected to the conference theme. The topic was approved by faculty in the School of Education, so the question is why this student needs to explain themselves. <ul style="list-style-type: none"> ○ A handful of proposals were missing key information. The conference committee reached out to get clarity to support the program creation. The committee is seeking to understand more about the topic, and the student does not need to change the proposal. ○ Encourage the student to respond to the email. ○ Encourage students with concerns to fill out the Google Form so the executive committee can respond as well.
4:55-5:00pm Holly	<p>Secretary:</p> <ul style="list-style-type: none"> • Next meeting- TBD in April • Action items <ul style="list-style-type: none"> ○ See yellow boxes below
	<p><u>Meeting Adjourned</u> Adjourned at 4:41pm</p> <p>Next General Meeting: TBD</p>
<p>Next Meeting Agenda Items</p>	

Action Items

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Task	Who is responsible?	Notes
Send out April calendar invite for new meeting time	Holly	
Add bylaws to election ballot	Ogechi and Yuan	
Fill out the Doodle by 3-15	All officers	
Nominate someone and advertise CGSE officer roles in classes	All officers	
Share posts on social media	All officers	
<p>Connect with Anna Premo about Monday purchase questions</p> <p>Create an RSVP</p> <p>Connect about sending the invoice to SORC for payment to avoid reimbursement delays</p>	Sarah and Anna	

CGSE Website-

<https://www.education.pitt.edu/student-services/student-organizations/council-graduate-students-education>

Zoom Link Additional Information-

Plank, Holly is inviting you to a scheduled Zoom meeting.

Topic: Plank, Holly's Personal Meeting Room

Join Zoom Meeting

<https://pitt.zoom.us/j/9474992190>

Meeting ID: 947 499 2190

One tap mobile

+12678310333,,9474992190# US (Philadelphia)

8778535247,,9474992190# US Toll-free

Dial by your location

+1 267 831 0333 US (Philadelphia)

877 853 5247 US Toll-free

Meeting ID: 947 499 2190

Find your local number: <https://pitt.zoom.us/u/achoBY3Yjp>

Join by SIP

9474992190@zoomcrc.com

Join by H.323

162.255.37.11 (US West)

162.255.36.11 (US East)

115.114.131.7 (India Mumbai)

115.114.115.7 (India Hyderabad)

213.19.144.110 (Amsterdam Netherlands)

213.244.140.110 (Germany)

103.122.166.55 (Australia Sydney)

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149.137.40.110 (Singapore)

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64.211.144.160 (Brazil)
149.137.68.253 (Mexico)
69.174.57.160 (Canada Toronto)
65.39.152.160 (Canada Vancouver)
207.226.132.110 (Japan Tokyo)
149.137.24.110 (Japan Osaka)
Meeting ID: 947 499 2190