

Tribunal Executive Board Meeting

09/16/2019 at 5:30pm EST
405 ERC

Attendees: Logan Lindsay, Alex van Haaren, Mihir Patel, FG Williams, Raphael Hicks, Andrew Wiedeman, Nick Goss, Gabby Mazzoli, Claire Duncan, Grace Livingston, Grant Schroeder, Gabby Currier, Michelle Silverwood, Gus Kohls, Ahsan Subzwari, various interns (1 unknown (green shirt and tall)), Andrew Naughton, Adit Kulkarni, Scott Tursic, Robbie Schad, Zach Higgins, Seth Tumlin, Emily Schneider, Gabriela Currier, Tala Bras, Bailey Freeland

- Queen City Bhangra - \$500 Co-Sponsorship Request
- Officer & Exec Reports
 - President - **Logan Lindsay**
 - I'm SO **proud and very appreciative** of you all. This career fair was the smoothest one yet and it wouldn't have been possible without the help of you all.
 - Faculty Advisory Board Meeting
 - Canvas Conversion
 - 1/3 of classes already on Canvas
 - 32,000 students have at least one class on canvas (mostly A&S)
 - This Spring is the last semester with classes on both canvas and blackboard (estimate 70% of students will be on canvas in Spring).
 - We will no longer have blackboard by June 30th. So conversion should be mostly complete for Summer 2020. There are some classes that will take longer because they're only available one semester a year (example spring only)
 - Phones/Smart device are going to be required for multi factor authentication for canvas.
 - Organizations do not convert over.
 - Eliminate Software from Computers
 - ActivePerl
 - Alice
 - Aptana Studio
 - Arena
 - B2 Spide A_D Pro

- Bridge Designer
- Chemistry Plugin
- Climate Consultant
- Fril
- GaussView
- gVIM
- LanSchool
- LParse-Smodels
- Mdesign
- QT Creator - programming for EECE
- Wgnuplot
- Windows SDK
- XY Extract
- 80% migrated from box to onedrive
- Meeting w/ Ted Baldwin (Director for CEAS Library) to discuss answers the questions you have. It is this Friday at 3:30 if anyone wants to attend.
 - Outstanding Questions
 - Where is it going to go?
 - Outside the reading room.
 - What's going in it?
 - Tribunal will be apart of the conversation. It will most likely have college history/archival materials
 - How much for the plaque?
 - Not fully fund, but contribute towards a large case. That'll be enough to get a plaque. (Total case is \$3,595)
 - Is there a number that the college is donating?
 - Dean Arthur has not given exact values
 - Do they need 4 cases?
 - Yes, they were thinking 3-4.
 - We currently left off at \$2000 last exec meeting. I'd like to at least contribute to half (\$1,800)
- Free Resume Prints Initiative
 - We gave out prints for around 600 students (6,000 sheets of resume paper)
 - Ran out of the 200 padfolios in less than 5 hours!
 - Used up 4500 of the sheets by Tuesday at noon.
 - I think this was a big success and I would like to expand it in the spring. Buy more paper and double the padfolio order?
- Paying for a permanent mark at the College (Statue outside Baldwin).
 - Started conversation with PDC, getting appropriate approvals now! Need approval from Foundation and CEAS.
- NAESC - Notre Dame Registration (14 of us going)

- I'm in the process of ordering transportation. I'm hoping to get a 15 person passenger van, but might have to split into multiple vans.
- Got the approval signature from Dr. Boronyak today!
- Other Updates
 - ELCE Ambassadors Lunch and Learn - Tala and Raphael
 - How did it go?
 - Pretty good experience for DAAP students.
 - Reflection meeting on what they were able to do with these resources.
 - Got to visit Nike in Portland, Oregon.
 - It would be a lot more planning on our end.
 - It would be difficult to find companies that are inclusive to all majors. So that these trips are not one major/department specific.
 - Professional Development Course changes proposals
 - FG Completed the forms, I just need to draft the email and send it out to college data.
 - Might delegate to Tala.
 - Updated Intern Contact Sheet and Exec Contact sheets in office.
 - Homecoming parade float
 - We are registered for the Homecoming parade: Saturday, Nov 9th
 - I'm going to create a slack channel to help with communication:
 - Let's win this! Let's talk ideas:
 - Model ERC with pistons that move?
 - Light up Signs
 - Spell out Tribunal using common engineering items.
- **Make sure to turn on notifications on slack!**
- **Update workstreams/show your progress on there!**
- **Schedule weekly meetings with your interns/committee to delegate work and get things done!**
- VP of CA - **Raphael Hicks**
 - Academic Affairs (Tala Bras)
 - Working on getting data from students for Gretchen. Getting student info on classes so she can bring to administration.
 - Met w/ ELCE Partner Development Jason to hear the DAAP partnerships. They sent 6 students to Portland, Oregon to visit NIKE. Tala will bring up more.
 - First Year Experience (Shane Oliver)
 - Meeting on Tuesday to discuss Career Fair.
 - Attendance: 8

- Equity & Inclusion (Moriah Henry)
 - Met w/ Kathy Nguyen from SALD for dates to get active training. Working with students volunteers.
 - Trying to collaborate with identity based orgs on an E&I event.
- Career Development (Alex van Haaren & Ahsan Subzwari)
 - Career Week was a huge success. Alex would like to thank everyone to help out.
 - Go over surveys and evaluations to know how to improve the career fair.
 - Excited to work with interns.
- ESOC (Emily Schneider)
 - October 8th, how to submit budgets for UFB.
 - Using CampusLink
 - Discussing the importance of listservs.
 - One consolidated email to go out every week with all the meeting times.
- VP of Events - **Shane Oliver**
 - College Wide Events (Izzy Meltzer & Adelyn Smith)
 - Hey Logan! So sorry, but I'm not going to make the exec meeting tonight.
 - Here's our updates:
 - -we only have 5 organizations signed up for fall fest, so we sent another email today to try and gain involvement. We're nervous that if we don't get at least 12 organizations to participate, it won't be a success.
 - -once we get the organization participation, we will send out emails/print flyers for event and start buying supplies
 - -looking into a few food trucks, but want to make sure we have the organization help before booking
 - - also, I never received an email confirming I reserved Schneider quad.
 - Social Events (Nicholas Goss & Claire Duncan)
 - Nicholas and Claire on Nov 16th planning rockquest.
 - Wanting to do like a haunted house or fall related event.
 - E-Week (Jash Gada & Gabby Mazzoli)
 - Send the registration link out to ESOC and waiting for responses.
- Chief of Staff - **Gus Kohls**
 - Technology (Mihir Patel)
 - Completed general meeting sign in (w/ Thomas)
 - Career fair employer sign in finished
 - Both employer and student sign in went well with no issues.

- Innovation (Kunal Kewalramani, FearGod Okwubido-Williams, & Bhavika Wani)
 - Some are being trained on high tech machinery
 - Teams are formed and people are starting to work on that
 - Startup NEXTWork is this Thursday so they will just be holding the meeting there.
 - Secretary (Andrew Wiedeman)
 - Ordering magenta printer ink.
 - Communications (Grace Livingston & Chris Bercz)
 - Met with their intern.
 - Still posting on social media
 - Did the CEAS instagram takeover for career fair
 - Internship (Grant Schroeder & Michelle Silverwood)
 - Orientation was Saturday.
 - Interns were selected.
 - Grant and Michelle are working on planning more events.
 - Work on Interns to make float.
 - Treasurer - **Michelle Silverwood**
 - Bussing invoice from summer that Wendy and Michelle are trying to figure out. Emailed the company and they said to pay it.
 - Trying to track down square payment. Delivered to the 6th floor on Wednesday. Michelle is trying another location tomorrow because it is still untracked.
 - Michelle and Logan are setting up a weekly meeting to discuss expected expense.
 - Added a few line items to the budget.
 - Wants to send link out to EYM to get volunteers.
 - Open homecoming float help to everybody.
 - Wendy is making new reimbursement form, so she will print that.
 - Logan and Michelle will be scheduling a meeting with finance team here soon to discuss issues/concerns.
 - Senators - **Nathan Halbisen & FearGod "FG" Okwubido-Williams**
 - Collaborate with chandler to advertise the free interview shuttles.
 - SGMP mentee wants to come out and learn more about tribunals.
 - Pre-Engineering Representatives
 - Clermont (Gabriela Currier)
 - Upcoming meeting to discuss how CEAS Tribunal can participate in org fairs and spread the word on clermont.
 - Blue Ash (TBD)
 -
- Exec Assignments
 - VP of CA - **Raphael Hicks**

- Academic Affairs (Tala Bras)
 - Work with Logan on getting data for PD course change proposals.
 - Continue to get data for gretchen.
- First Year Experience (Shane Oliver)
 - Host another FYE Meeting!
 - Start preparing for officer elections.
 - Create flyers to advertise the meeting, increase attendance.
- Equity & Inclusion (Moriah Henry)
 - Schedule a date for exec to be trained on E&I, we only have 2 exec meetings left!
 - Starting getting more concrete plans for the collaborative event. Look into ESOC funding or advertising to ESOC?
 - How is retreat planning?
- Career Development (Alex van Haaren & Ahsan Subzwari)
 - Career Fair review committee.
 - Start working on revamping booklet with interns.
 - Fix any issues that they encountered during booklet weekend.
 - Update Ned's Declassified
 - Order Tribunal Folders
- ESOC (Emily Schneider)
 - Where does this last microwave go?
 - Encourage collaborative events between the group.
- VP of Events - **Shane Oliver**
 - College Wide Events (Izzy Meltzer & Adelyn Smith)
 - Plan Fall Fest!
 - Collaborate w/ EWeek Chairs on Fall Fest
 - Keep Logan & Shane in the loop
 - Create list of games for student organizations to host
 - Food trucks?
 - Watch party for the football game?
 - Social Events (Nicholas Goss & Claire Duncan)
 - Plan your first social event!
 - Finalize battle of the butt?
 - Finalize the red's game/cyclones game
 - Finalize Rockquest Rock Climbing!
 - How is exec retreat planning? (Claire)
 - E-Week (Jash Gada & Gabby Mazzoli)
 - Get more student organizations to sign up!
 - Finalize some of the events.
 - Finalize a rough schedule.
- Chief of Staff - **Gus Kohls**
 - Technology (Mihir Patel)
 - Baldwin Table Reservation.

- Reimbursement Online Form.
 - Innovation (Kunal Kewalramani, FearGod Okwubido-Williams, & Bhavika Wani)
 - Keep on working on innovation projects!
 - Ensure groups are on schedule for innovation challenge.
 - Have fun at Startup NEXTWork!
 - Secretary (Andrew Wiedeman)
 - Take meeting minutes and upload them.
 - Order magenta ink.
 - Communications (Grace Livingston & Chris Bercz)
 - New portable white board for office.
 - Please replace the bulletin board rules.
 - Clear out the bulletin boards!
 - How is retreat planning?
 - Internship (Grant Schroeder & Michelle Silverwood)
 - Organize a committee for homecoming float.
 - Check in with exec frequently on ensuring they're doing well with interns.
 - Continue planning exec retreat? (Michelle)
 - How frequently do you want to meet with interns?
 - Help interns transition into organization.
 - Treasurer - **Michelle Silverwood**
 - Find square.
 - Deposit check for cookies and EWI.
 - Come up with meeting topics w/ Logan for finance team.
 - Print off new reimbursement forms.
 - Senators - **Nathan Halbisen & FearGod "FG" Okwubido-Williams**
 - Any senate initiatives you wanna work on?
 - Pre-Engineering Representatives
 - Clermont (Gabriela Carrier)
 - Give an update of the meeting to Logan and see if there's any action items we can do following you meetings.
 - Blue Ash (TBD)
 -
- Good and Welfare
 - To career fair that helped out on Wednesday!
 - To the career fair chairs to doing well at career fair!
 - To all the volunteers that helped out with career fair.
 - To tribunal for picking up the tab at los potrillos.
 - Ahsan and gabby for team bonding outside tribunal hours.
 - To all the interns! Welcome aboard
 - Logan the dad

