MEETING MINUTES – JANUARY 21, 2020

- In attendance:
  Abetnego Abdi - MA/MRS   Jacob Craver - IEEE   Paul Clement - Sigma Phi Delta
  Adam Burns - IISE        Jacob Hise - AISC      Quinn Jones - UPE
  Alison Holler - AOE      Jacob Koller - Sigma Phi Delta   Rince Lonao - SME
  Amber Barr - MA/MRS      Jeremy Diehlmann - SME      Ryan Bumgarner - ASME
  Andrew Moorehead - Robotics Club   Jessica Hammersla - HKN   Sadaf Sarwari - EWB
  Anurao Shestha - AADE    John't Davis - NSBE       Samuel Price - IEEE
  Arlie Dolly - TBP        Jordan Waters - AlChE      Sarah Cokeley - IISE
  Bradlee Cruise - NSBE    Josh Dietz - SPE           Sarah Jennes - AOE
  Brandon McCoy - IISE     Katherine Retnolds - ChEGSO  Shabnam Khanal - Structural
  Brandon White - ASME     Kurt Stetser - CyberWVU    Shannon Sheitz - WIM
  Cory Nasiadka - ASCE     Lauren Masterson - WIM     Teresa Fisher - Alpha Pi Mu
  Daniel Ausherman - ISEE  Liam Thomes - Rocketry     Titus Smith - AISC
  Daniel Behar - TBP       Lidsay Lameaster - BMES     Trevor Smith - Robotics Club
  Daniel Bennett - Rocketry Luke Daugherty - ASSE      Tyler Kisling - Chi Epsilon
  David Mock - SPE         Matt Andrews - ASME        Vasant Saladi - AADE
  Drew Reiter - ARC        Mike Howley - SPACE       Victoria Irr - Omega Chi Epsilon
  El Hodrick - ChEGSO     Molly Lane - SWE           Victoria Valencia - SHPE
  Emily Certain - Rocketry Morgan Linger - Chi Epsilon   Zach Halterman - AIAA
  Eric Blickhan - ISEE     Morgan Mealures - AOE       Zachary Peek - BMES
  Frank Cassarino - SSAB   Nick Kadunce - AlChE
  Gabriel Bobbitt - SSAB   Paige Rice - Alpha Pi Mu

*Each club can only receive up to 2 SAC hours for attendance.

- Housekeeping (SAC Basics)
  - Make sure to submit your new org officers – use this site for Statler and this one for the University
  - Dr. Scime visited to say thank you for the involvement in volunteer activities
    - Opened the floor for questions for the students
    - No questions asked but he is open to feedback and would like to hear from orgs regarding helpful input – make an appointment to see him in his office
  - New member of the office introduced – Taylor Bryner
  - If you are new in your officer position:
    - Do not spend your own money because you will not be reimbursed. We can do the invoicing for you before hand – we will pay ahead of time from SAC funding so that you do not have to use your own money
    - If you need to buy a plane ticket or do any sort of traveling come let us know.
    - Travel form – required to complete. This is for your safety and helps us keep track of where our students are
      - You can let Dr. Wyrick know at least one week before traveling and he will excuse you from class– he will not do retroactive excuses. The earlier you let him know, the better.

- Stem Career Fair
  - This is the official engineering career fair and it is highly recommended to attend – please update your resumes. You can sign up to help here.
  - If you need to be excused from class contact our office and Lloyd Ford can excuse you from the class. You need to do this ahead of time.
  - There will be a photographer taking professional headshots
Interviews on campus will be hosted the next day. Good luck!

**Outstanding Advisor/Mentor Award:**
- Dr. Wyrick needs your input to nominate individuals for the two different awards
- Due by email Friday, Feb 28th by 4:30 PM
- View the outstanding educator award instructions [here](#) and the outstanding advisor/mentor award [here](#)

**Grad Student Recruitment Sessions**
- Will be hosting a couple of “how to” recruitment sessions
- What time works best to have these sessions?
  - 5 p.m. or the evenings in general
- If you or anyone you know are interested in Grad School, please let Ryan know and he can help you on a one-on-one basis

**STEMZONE G19**
- We will be using it for a lot of events but is available for the student orgs to use – just need to reserve it through us
- You can eat in there, just please be careful
- You are allowed to use the tools in that space, you are allowed to do outreach events in that space—just work through our office as you need it.

**Career Closet**
- The career closet will be open by an individual student worker that is not getting volunteer hours
- It will be open by appointment only outside of these times
- It is still accessible at any time but it will not be staffed by volunteers on a daily basis

**Engineers Week**
- This is like a Spirit week for the School of Engineering – **Please participate!**
- Professional headshots and hot chocolate on Monday
- Pancakes on Tuesday in the ground floor hallway
- Event for Grad Students at the Taphouse – free apps for attendees
- Thursday will be Beans with the Deans (coffee)
- Thursday the chief officer of Sphero will be here (also the president of vex robotics)
- Saturday will be the engineering formal. Have to pay for a ticket ($10) and bring it on your mobile device
- Please let us know if you think we are missing anything!
- Student asked: *Can we have donuts at the coffee event?* Response: : Probably
- Student asked: *Can we have a therapy dog day for E Week?* Response: Working on that
- Student mentioned: *We did not have enough of the right size shirts for the handout.* That has been fixed for this year

**Girls STEM Day**
- Feb 15th from 9 AM – 2 PM, can sign up [here](#)
- Over 100 students attending so will need a lot of help running the event!

**8th Grade Day**
- Feb 29th – leap year theme
- Still looking for volunteers to help at this event
- If you know any middle school teachers, please let us know so that we can recruit more students and establish new relationships with schools that are within driving distance. You can give them this address to get info: [www.statler.wvu.edu/outreach](http://www.statler.wvu.edu/outreach)

**Youth on Campus Training**
- The training is good for three years but if you have not done it yet you need to do it before one of the events that we have kids on campus
- You [request a link for training](#) and then you are given access to the training within a couple of days
- Here is a [list of people who have already completed the training](#)

**Discover E Nights**
- A time where kids and parents will be able to work together on engineering activities
- About 60 people a night, event will be one night a month (6 PM - 8 PM) and we need about 8 volunteers each time. to help
- Will be a lot of fun – sign up for the January event [here](#)
Volunteer Training
- Need to have this done before you can help out at a volunteering event (Open houses and similar events)
- Please let younger members of your org know so that they can get the training done sooner than later
- We will have pizza for lunch for those people that attend
- You will get a lanyard to have proof that you have been trained to give tours
- Available on the following dates (also on this site):
  - Wednesday, March 3rd, 12 PM – 1 PM
  - Thursday, March 5th, 12 PM – 1 PM
  - Wednesday, March 25th, 12 PM – 1 PM
  - Thursday, March 26th, 12 PM – 1 PM
  - Thursday, April 2nd, 12 PM – 1 PM

ASCE
- We are hosting the 2020 Virginia's conference –13 schools coming in from the region
- Will need a lot of volunteers for setting up and directing visitors

Merit Badge
- It is happening on Feb. 22 but we have no details and have not been asked to host any badges.
- If you volunteer with this event we can add your hours. Just let us know.

Student Requests
- We need a ton of bottle fillers for the first floor! **UPDATE: We will be getting 10 bottle filling stations installed this summer.**
- We need more outlets on the ground floor
- Can AER get a vending machine for snacks and drinks because they do not have one
- Fate of Bites and Bytes is not known for sure – it looks like it is staying for now

Upcoming Events
- Tuesday, January 28, 2020 - Discover E Night
- Wednesday, January 29, 2020 - Spring STEM Career Fair
- Saturday, February 15, 2020 - Girl STEM Day 2020 - [Volunteer at Girl STEM Day 2020](#)
- February 16-22, 2020 - Engineers Week
- Tuesday, February 18, 2020 - Discover E Night
- Saturday, February 29th - 8th Grade Day
- Saturday, March 7, 2020 - High School Visitation Day
- Tuesday, March 24, 2020 - Discover E Night
- Saturday, March 28, 2020 - Decide WVU Day
- Friday, April 3, 2020 - Honors Day
- Saturday, April 4, 2020 - Decide WVU Day
- Tuesday, April 21, 2020 - Discover E Night
- Tuesday, May 19, 2020 - Discover E Night

Upcoming SAC meetings
- All meetings are at 5:30 p.m. in G39 ESB during the spring semester ([can also be found here](#)):
  - Tuesday, February 11th
  - Tuesday, February 18th
  - Tuesday, March 3rd
  - Tuesday, April 7th