**Student Government Association Minutes**

October 04, 2011

1. ROLL CALL: Yadira Garcia, Nikki Ferreira, and Prischilla Aguilar were absent, Allison McLaughlin sent an alternate.
2. APPROVAL OF MINUTES FROM SEPTEMBER 27, 2011: Minutes were approved.

1. PRESIDENT’S REPORT: *Lou Cimaglia*
2. Good evening everyone, hope you have all had a good week, thanks for braving the storm to come down tonight. First thing on the agenda tonight, I wanted to do a review of Robert’s Rules, which is what holds all of our meetings together. I would like to ask our Parliamentarian Ross Beck to come up and give a little more detail about that.
   * + 1. **Ross Beck**: Thank you Lou. Basically, Robert’s Rules of Order are the general proceedings we follow at meetings, to keep order. You have already seen a lot of them, in the past few meetings. I just want to go over a couple of things. When you are making a comment or asking a questions, please raise your hand, wait to be acknowledged, and then stand and make your statement. I will also go over motions. You need to ‘move’ what you wish to make a motion on, and get a second, just as we do with approving the minutes. Just a point of information, if you know something that not everyone in the room may know, on an issue, just raise your hand, wait to be called, and state ‘point of information’ and the rest of your statement. We will always ask for questions at the end of someone’s report, so you will always have a chance to ask anything you wish. You guys also have basic rules taped to your table as guidelines. Other than that, I have faith that you will get it down. Are there any Questions?
       2. **Amy Wing**: When are we supposed to clap?
       3. **Ross Beck**: We will clap for any speaker that comes up. We will clap until they approach the podium. If there is a special speaker, during Lou Cimaglia’s report, we will also clap when they leave.
       4. **Barbara Hand:** Can you talk about a speaker’s list?
       5. **Ross Beck**: Hopefully we don’t run into this too much. When we start getting into long discussions, I will make a list of everyone who raised their hands, to make a comment or ask questions. I will call on everyone in order of my list. Sometimes, if discussions are lengthy, we will move to close the speakers list, which means that we will finish out those who I wrote down to speak, and then the discussion will be over. It just helps keep us from having toow long of discussions and going in circles. Just another side note, if someone resigns from your council, you just accept the resignation; you don’t have to make a motion, like when you appoint someone.
3. Thank you Ross. We will be having another speaker tonight, Chris Hirtle for Information Technology, who will be explaining the new printing system on campus. Please think of some questions and comments for him after he finishes his presentation.
   * + 1. **Chris Hirtle**: Thank you everyone. Lou Cimaglia asked me to come down to speak about the new Pharos printing system. What this is is a ‘Print Management’ program. This is installed in all of the main computers labs, and the library. Since most of you have used it, have you had any issues?
       2. **Anthony Oberg**: I can’t reach the system on most of the printers, or they don’t come out far enough.
       3. **Chris Hirtle**: This was brought to my attention. Those arms are adjustable, so it won’t take much to fix. Some of the reasons why we went with this program is the ‘secure print’ option, which means nothing gets printed until you go swipe your ID card. Also, if a printer is broken or has a line, you can send your print job to another printer, and will be available in the system for eight hours, and for eight hours after you print in case you misplace it. We are also currently testing out wireless printing. We are looking to deploy this next week or the week after. This system also gives us good reports of how much students are printing, and we can see trends throughout the semester. We believe this is a good system, in making sure you all have access to it, since the system gets updated every morning or if you get a new ID card. If you ever have a problem, you can go to the help desk, or the Librarians. There is also a lot more that this system can do. As of right now, there will be no printing quotas or charges. This group will be heavily involved, if something like this happens.
       4. **Emily Hammel**: I was one of the students who had the wireless system installed last week, and when I went to print from my room, it didn’t work, but I tried printing from my laptop in the library, it did work. Is it supposed to be like that?
       5. **Chris Hirtle**: Not if everything is working how it is supposed to. This is why we had the test group. If you can get the specifics to the people at the help desk, they can find the problem.
       6. **Stephanie Souers**: Will Econo Lodge students have wireless printing?
       7. **Chris Hirtle**: Yes, as long as you have the software installed there will, however, there will not be a printer at Econo Lodge.
       8. **Stephanie Close**: So, you don’t have to be on the college’s wireless network to have the software? Just because Lansdowne has a different network.
       9. **Chris Hirtle**: That is our hope; I don’t know the specifics on that though.
4. First, I move to accept Rebecca DiVito and Nicholas Newsome as Representatives at Large for the 2011-2012 academic years.
5. I also move to accept Alicia Thomas as Multicultural Representative for the 2011-2012 academic years.
6. Just to run down some other Senator responsibilities, all members of the Legislature shall be required to participate in two Student Government Association recognized committees, which are any committees that fall under the Executive Board. Units were explained last week, but if you have any further questions about units, please come see Amy or myself after the meeting, we will be happy to explain them further. Also Senators are required to have a minimum 2.0 Grade Point Average. When you raise your hand to speak, please say your name, to be heard on the recorder for Krysta Livingstone.
7. Some updates from Carolyn Schwartz, the Head of Access Services at the library: The Ely Library now offers Westfield State University students 10 personal computer Laptops for in-library use. The laptops are for students only, in order to help meet the needs of students with limited access to computers. Laptops can only be checked out by current Westfield State University students; a valid WSU ID must be shown. They can be used for a 2 hour limit once per day and are available until 11:00 PM. They cannot be taken out of the library. They are available on a first-come, first-served basis. Students can print from the laptops.
8. Our Student Government Association news letter is slated to go out Friday, October 7th. Please keep an eye out for that.
9. Everyone has received an email about the MyWestfield Card that acts as a debit card; I know a lot of people are a little unclear on what that is about. Brandon Burr would you mind saying a few words about how that works?
   * + 1. **Brandon Burr**: Every one of you should have received this card, do not throw it away. This card is for refunds. Any refund that you receive from the University will be linked to this card. This includes loans, parking decal refunds, and any other refund from the school. Higher One is a campus bank, there will be an ATM put into Wilson. You don’t have to use this. If you don’t want things linked to this card, go on the website, and you can route it to your regular bank account. This is just a regular debit card.
       2. **Torie Downs**: Can you add your own money to it?
       3. **Brandon Burr**: No you cannot.
       4. **Jim Roberstson**: Can you check your balance?
       5. **Brandon Burr:** Yes, you go to the website and set up your card and look at your balance.
       6. **Meaghan MacDonald**: (POI) If you are a campus resident, your card got sent to your house.
       7. **Brandon Burr:** That is correct, so tell your parents not to throw the card away.
       8. **Matt Durant:** What happens if you lost your card?
       9. **Brandon Burr:** I am not sure, but I think the information is on the website.
10. A couple of upcoming events: there is a career fair on October 13th in Woodward from 1:30 PM until 4:00 PM for government, criminal justice and non-profit jobs. Tomorrow, October 5th is the Blood Drive in the Parenzo Gym, please come down and support Stephanie Close, she has been working very hard pulling all of that together.
11. The Executive Board has also come up with a plan for some Student Government Association bonding, a little different from last year’s attempts. If we sponsored a trip in November, maybe to a bowling alley in Northampton with some pizza for a few hours on a Saturday, would you be interested in that? Thank you very much every one.
12. BOARD OF TRUSTEES’ REPORT**:** *Ryan Meersman*
13. Hi everyone, I hope you all had a good week. I just wanted to let you all know that there is an opportunity for you to serve on the International Programs Committee. This committee will be meeting periodically to discuss possible J Terms and make recommendations. I am looking for two more students to sit on that. Also, again if you are interested in attending the public portion of the Board of Trustees meeting next week, it is Wednesday, the 12th at 6:00 PM in the President’s Board Room of the Horace Mann Center. Please can I see the Representatives at large for a couple minutes at the end of the meeting in the conference room? Thank you and have a great week
14. All College Committee: **No Report**
15. Long Range Planning Committee: **No Report**
16. Strategic Planning Committee: **No Report**
17. Alumni Report**: No Report**
18. VICE PRESIDENT’S REPORT-STUDENT LIFE**:** *Stephanie Close*
19. Hi Everyone! There are still a few committees that I need students for. Sustainability Committee needs two students and Student Affairs Committee needs two students. Health and Food Committee are also looking for more students to join. Please see me if you are interested in joining.
20. The Blood Drive is tomorrow October 5th from 1:00 PM until 7:00 PM in the Parenzo Gym. If you volunteered and forgot the times you signed up for, please let me know.
21. Student Affairs Committee: **No Report**
22. Multicultural Committee: **No Report**
23. Food Services Committee: Michelle Brown
    * + 1. Please do the survey that was sent to your e-mail.
        2. Keep a look out for special deal days, at the on campus eateries.
        3. This Thursday, October 6th, for lunch and dinner, there is going to be Spanish Tapas Plates at the specialty line.
        4. The Food Committee will be revisiting the current way of doing the Grill, in 2 weeks.
        5. There is a new way to make comments, you will need to text 82257 in the message box type “Diningcomments” no space, and then you can write your comment.
24. **Tammy Adams**: I just wanted to say, that I tried texting a comment, and got a return phone call the next day, it was really thoughtful and showed that they care.
25. **Richard Darrach**: What are they looking to change at the Grill?
26. **Michelle Brown**: Last year, it was a self-serve grill, and this year it is not. They are just going to evaluate how it is going. I guess every other Sodexho cafeteria does it this way, to keep food fresh, and for sanitary reasons.
27. **Matt Durant**: Is this what the survey is about?
28. **Michelle Brown**: No, that is something different.
29. **Tori Downs**: (POI) I believe they are leaning towards going back to self-serve for breakfast.
    * + 1. Please “like” the Dining Commons on *FACEBOOK.*
        2. The next meeting is scheduled for October, 18th at 4:15 PM in the Dining Commons.
30. Health Committee: **No Report**
31. Parking Control Board: Tim Egan
    * + 1. Hello everyone, I would just like to take this time to field any concerns or comments to bring to our next meeting, which is scheduled for October 15th at 3:15 PM in the Ely Campus Center room 210.
32. **Krysta Livingstone**: When they close the Ely and Lammers lots at the end of the month, will those commuter and fac/staff spaces be relocated?
33. **Tim Egan**: That is one of the things on the table for tomorrow. Curt Roby is looking into it.
34. **Ryan Meersman**: (POI) I believe the changes made last year were in anticipation for this. Also, talking with Kim Morgan, they will try and make it so commuters will not be ticketed in the Dickinson fac/staff lot for at least the first semester. I am not sure if this has been brought up yet.
35. **Stephanie Souers**: Is there anymore student representative spots on the committee?
36. **Tim Egan**: We are still trying to find a meeting time, so we may lose a member.
37. **Stephanie Close:** (POI) There is one open spot.
38. **Stephanie Souers:** Most of us, who live in Econo Lodge, find it crazy that we have to park in south lot when we are basically commuters.
39. **Tim Egan:** I did not know that, I will bring it up.
40. **Brittany Moniz:** I just didn’t know, if they have considered making fac/staff lots open to students on the weekends, since they are mostly empty.
41. **Tim Egan:** We have actually been having an ongoing email conversation about this. Tomorrow, October 5th, is our second meeting, so we have not been able to go over too much.
42. Sustainability Committee: **No Report**
43. Student Athletic Advisory Board: **No Report**
44. Substance Advisory committee: **No Report**
45. VICE PRESIDENT’S REPORT-ACADEMIC LIFE: *Tony Iozzo*
46. Academic Policies Committee: **No Report**
47. Curriculum Committee: **No Report**
48. Enrollment Management Committee: **No Report**
49. Campus Technology Committee**: No Report**
50. International Programs Committee: **No Report**
51. Institutional Assessment Committee: **No Report**
52. Academic Strategic Planning Committee**: No Report**
53. Library Advisory Committee**: No Report**
54. Learning Communities**: No Report**
55. VICE PRESIDENT’S REPORT-PROGRAMMING: *Brandon Burr*
56. Programming update: Brandon Burr
57. Brown Bag Bingo was a great success. It was standing room only.
58. We have some good events coming up, for those of you who know Brian Stikes, he will be coming to perform on Friday, October 14th at 8:00 PM in Ely Campus Center.
59. Trivia night is on Wednesday, October 19th at 8:00 PM in the Ely Campus Center, with free pizza.
60. Our Halloween Dance will be on Saturday, October 22nd in the Scanlon Banquet Hall. There will be prizes for costumes including, group costume, best overall costume and most unique costume. The D.J. for the dance will be the same one we had at the Opening Dance/Rave, which the Campus Activities Board held earlier this year.
61. For those of you who know Say What Karaoke is back, this year it’s going to get bigger, the grand prize this year will be a limo for four to New York City and for tickets to the NBC studios tour. You will also get a few hours to walk around the city.
62. Our next meeting is scheduled for, Wednesday, October 5th at 5:00 PM.
63. Neighborhood Association Committee: Brandon Burr
    * + 1. This committee is a committee that does community service. Our event, that we do, that’s the biggest, is the Turkey Drive. We raise money, on campus, to buy turkeys for needy families in Westfield and we deliver all the turkeys to the Salvation Army. I need a co-chair for this committee and I am looking for anyone to help. It is not much work, other than the Turkey Drive and it is a really good thing.
64. Neighborhood Advisory Board**:** Brandon Burr
    * + 1. Hello again everyone, Neighborhood Advisory board is a committee that meets with neighbors and some Administration and Faculty and talks about what’s going on, on campus and off campus. Basically Community relations, I am the chair and I need one more student to sit on the committee with me. We only meet once every other month.
        2. Our next meeting is scheduled for Wednesday, October 19th at 5:45 PM in the Horace Mann Center. Please see me if you are interested in this committee.
65. VICE PRESIDENT’S REPORT-FINANCE: *Stone Koury*
66. The first meeting of the Student Organization Council will be on October 27th at 3:00 PM in the Student Government Association Office. For those of you who do not know what Student Organization Council is, it was started last year and it is meant to keep the clubs more involved and aware on campus? Every club/organization must have a designee there.
67. I need a junior, 2 sophomores and one freshman to full the Finance committee. It’s important that it is filled as soon as possible. This is a committee with easy commitments, so please sign up on my door.
68. Finance Report: **No Report**
69. Foundation Report**: No Report**
70. SERETARY’S REPORT: *Krysta Livingstone/Amy Wing*
71. Executive Secretary Report: **No Report**
72. Legislative Secretary Report: Amy Wing
73. Amy Wing picked the Unit winner which was Emily Baker. She won a gift card to Wal-mart.
74. Thank you for those of you who did your units this month, good job. For those of you who didn’t you will receive an absence counted against you and your name is on the yellow hall of Shame. You can make those units up in October.
75. In October, 4 units will be due by November 1st.
76. **Ross Beck**: (POI) Last year during con-review, we took out the opportunity to make up units.
77. **Alicia Thomas**: What is a unit?
78. **Amy Wing**: Units are posted on the calendar. They are events on campus. Different events count for different units. An on campus event counts for one unit, an off campus event counts for two units. You can’t get credit for participating in events for councils that you are part of. For instance, if you are on the Campus Advisory Board, you don’t get a unit for going to bingo. You must complete the assigned number of units every month, and send them to my email, by the last day of the month, to get credit for them. If you don’t complete your units, you get an absence. You can always ask me if you have any more questions.
79. Next week, I will send around a Committee Sheet, were you will record the committees you are on.
80. PARLIMENTARIAN REPORTS:
81. Rules and Regulations Committee: **No Report**
82. COMMUTER COUNCIL, CLASS AND HALL REPORTS:
83. Commuter Council: **No Report**
84. Senior Class: Meaghan MacDonald
85. Last week’s Senior Night went well. All together we had about 100 students and “Minute to Win It” was a success.
86. There are a lot of great things in the horizon. This month a survey will be going out, about senior week. Further details will follow.
87. We are thinking of what we want to do for a senior sweatshirt, because we are thinking of doing something different.
88. The Make-A-Wish date auction will be on Tuesday, November 1st at 7:30 PM. There are nomination boxes in every resident hall. To give you an idea of what this is. We have people that go in pairs and get auctioned off. The people getting auctioned off don’t need to go on the date, because who ever “buys” you gets a gift card. Please nominate your friends. We will be auctioning off the Night Owls and So Seductive Step Team. More details on this will be coming in the following weeks.
89. Our next Senior Night, will be on Friday, October 28th from 9:00 PM until 1:00 AM at the Perch.
90. If anyone has any suggestions, about events, senior nights, or senior week please let me know. We want everyone’s input.
91. Our next meeting is scheduled for Wednesday, October 5th at 4:30 PM in the Student Government Association Clubs Room.
92. Junior Class: **No Report**
93. Sophomore Class**: Taylor Fote**
94. We are having musical chairs on Wednesday, October 12th starting at 4:30 PM. on the Green. This is a fun event, and it is free, so come out and join us.
95. We are looking for a new Alumni Representative, so we are holding interviews Friday, October 14th at 3:00 PM.
96. At family day we made one hundred dollars, which was great.
97. We have decided to make *Make a Wish Foundation* our charity and hope to grant one wish by 2014.
98. Finally, we are acquiring Red Sox tickets for a future event in the spring.
99. Our next scheduled meeting is Friday, October 7th at 3:00 PM in the Student Government Association Conference Room.
100. Freshman Class: **No Report**
101. Apartment Complex: **No Report**
102. Courtney Hall**: Victoria Downs**
103. We finally have a full council.
104. I move to appoint Alex Roche and Jessica McKinnon as Representatives to senate for Courtney Hall for the 2011-2012 Academic years. Motion passed.
105. Holly Ekstrom is our New Vice President.
106. Monday, October 3rd we had a meeting and discussed future events, such as meet the Maintainer, or dunk the Resident Assistant or Institutional Security Officer. We also discussed how to reduce damages.
107. We had interviews to make up our full council.
108. We also discussed how to divide up our money for the year.
109. Our next meeting is scheduled for Wednesday, October 12th  at 6:00 PM in the Courtney Hall Main Lounge.
110. Davis Hall: Matthew Durant
111. Davis Hall had their first successful meeting. We are planning a fundraising event for Breast Cancer as October is Breast Cancer awareness month.
112. We are also working on appointing someone to take pictures of all of our events.
113. Dickinson Hall: **No Report**
114. Econo Lodge Housing: **No Report**
115. Lammers Hall: **No Report**
116. Lansdowne Hall: **No Report**
117. New Hall: **No Report**
118. Scanlon Hall: **No Report**
119. UNFINISHED BUSINESS**: None**
120. NEW BUSINESS: **None**
121. ANNOUNCEMENTS:
122. **Amy Wing:** Can the class president email me their event for the month so they can get on the calendar? Please make sure the contact sheet gets back to me.
123. **Ryan Meersman:** If you are interested in the International programs committee please see me; also can I see the Representatives at large quickly?
124. **Caitlynn Greenleaf:** Can the class presidents meet with Kathy and myself after the meeting
125. **Brandon Burr:** See me if you are interested in Neighborhood association committee.
126. **Stephanie Close**: Can I see Stephanie Souers and the president of Scanlon after the meeting?
127. **Stone Koury**: The Finance committee signup sheet is on my door.
128. **Danielle Morin**: 227 Days until commencement.
129. ROLL CALL: Meaghan MacDonald and Prischilla Aguilar were absent.

XVI. ADJOURNMENT: adjourned at 6:24 PM.