**Student Government Association Minutes**

December 10, 2013

1. ROLL CALL: Brittany Moniz, Amanda McCarthy, Priscilla Aguilar, and Amy MacDonald were absent, Andrew Morin sent an alternate and Christopher Michaud was excused.
2. APPROVAL OF MINUTES FROM December 03, 2013: Minutes were approved.
3. PRESIDENT’S REPORT: *Taylor Fote*
4. Hi everyone. First on the agenda, we have Junior Delgado, the Director of the Career Center, here tonight.
5. Junior Delgado: On behalf of the Career Center, I’d like to thank you for letting me speak to you. I will keep it very brief. Hopefully some of you have visited the Career Center. I’m hoping that by the end of next semester, everyone in this room will have come to visit us. We’re open every day from 8:30 am until 5:00 pm. We have a staff of about four counselors six total and about seven or eight student assistants. We’re over in in the Lammers Annex.
6. I just wanted to tell you about some of the things we do at the Career Center, besides individual appointments one-on-one, from resume writing, cover letter writing, interview skills, graduate school advising, career advising, job search assistance, part-time newsletters, full-time jobs and career fairs on campus. We’ll be having an Education Fair in the spring, and a General Fair with businesses as well as graduate schools. Also, we are partners with a variety of institutions, one would be the Massachusetts Education Recruiting Consortium out in Boston, so that’s a fair for teachers, and we also partner with 7 other colleges in the area to host a fair as well in March. So, a lot of job fair activity. If you’re looking for internships or experience outside of the classroom, those will be in the spring.
7. Some other activities we’re doing: we just added a Pinterest page, which talks about how to dress professionally and business casually, as well as some resume and cover letter tips. We’re going to Residential Halls and doing Career Chats, so you may see us at the front of your residence hall if you live in one, and we go out for that about three times a month. We also have open hours, every Wednesday from 1:00 pm until 4:00 pm, which you can drop into the Career Center for a quick 15-minute chat with any one of the counselors.
8. Please visit our website, we post some interesting things like “Career Spot” videos, which are 57 second to four minute videos on everything you would possibly want to know, including, the one thing, I want you to take from this, if you don’t remember anything else, as you move on in life, if you visit a career fair, if you go for a job interview, the number one question you will always get is: tell me a little bit about yourself. You need to have what we call an “Elevator Pitch” or introductory video for yourself done. 60 to 90 seconds where you get to talk about yourself. That is the number one question.
9. We also have something in the office called “Interview Stream”, if you have a webcam. You actually get to pick the questions you want, there are over 6,000 questions on the system. And you will actually see another person on the other end ask you these questions and you have two minutes to respond. Once you do that practice interview, you can come into the Career Center and we can watch your video and critique the things you need work on.
10. There are a lot of things to utilize on our website, and we also tweet tips and info. We also have a LinkedIn page, if you do not have a LinkedIn account, I call it the professional Facebook, and there are now over 300 million people on LinkedIn. So it’s very widly used and it’s an opportunity for you to talk and network with people, find out about groups, etc.
	1. **Richard Darrach:** I’ve always loved Career Services. You always do a lot of great work. Why don’t you tell us a little about yourself?
	2. **Junior Delgado**: I have been in Westfield for going on 14 years. I was born in Puerto Rico. I was brought here as a kid. I’m a recent father; I have a three month old. I live in Westfield, as do my parents, my siblings and their children. I’ve grown up in this community and I have an affinity for Westfield State and I love this University and all of its students. I’m also a volunteer assistant coach for the men’s basketball team here. I do quite a bit to get involved in the University.
	3. **Richard Darrach:** If I am going to do an Internship over the summer, is it possible to receive academic credit?
	4. **Junior Delgado:** Great question. There are a couple differences here at Westfield with internships because this is the big question. This is actually statewide for all Massachusetts schools; in order to receive credit for summer internships, you have to go through your department. So whatever your academic department may be, each department has a professor that is the internship coordinator, who you would with to find out, if you qualify for any type of academic credit. The other thing that a lot of people ask about is when you visit or meet with your academic department for an internship, a lot of the time they have a list of places you can intern, if none of those places are of interest to you, and you want to find more, that’s where we get a lot of business in the Career Center.
	5. **Tom Durkee**: As a student that didn’t want to pursue a career in their major, I had tried to get a Co-op through the Career Center. Are those no longer being offered or are those going to be offered again?
	6. **Junior Delgado**: The Cooperative Education Program that we had for many years here at Westfield, as are all co-op programs statewide, has unfortunately been put on hold. Hopefully we’re going to have some resolve to that so students can continue to have cooperative education experiences. So, that is to be announced for now.
11. Thank you all, I wish you all a good finals week, and happy holidays, I will see you on the other side of the New Year.
12. For those of you who are interested, Culture and Cocktails will be this Thursday at the Springfield Science Museum from 5:00 pm until 8:00 pm. If you’re interested, please contact Kelly Galanis from the Alumni Office for tickets. Kelly will actually be available in the Owl’s Nest tonight until 8:00 pm or so.
13. Sweatshirt order forms are out. I want to remind you that the order forms and money are due by this Friday, December 13th. Kim Hosmer is in every day until 4:00 pm. We will not be doing the order forms again, this is the only time.
14. The Executive Board went around to all the Residence Halls and collected money for the Stuff-A-Cruiser Drive. It was a big success, and the Exec Board went to Walmart and purchased some toiletries and gift cards to donate to the New Beginnings Shelter for battered women and children.
15. The *Who’s Your Senator Flyers* are done. If you have one at your seat with a sticky-note on it, please fill it out and return it to Alexis Wagner so that they can be ready for the Spring Semester.
16. Tonight is our Holiday/end of the year party. We have pizza and refreshment that will be coming at 6:00 pm. We have some gifts for you guys. We made everyone ornaments that say “SGA ’13-’14. These ornaments were made with love not perfection. So, be sure to grab one after the meeting.
17. This week we have a Lifesaver of the Week Award. This senator did a great job by helping out Sarah Hegarty, by sending in her large committee attendance, which is a forgotten part of our jobs as senator. So, thank you and congratulations to Nicole Primeau.
18. We wanted to wish the Doming Brothers a very happy Birthday and I hope you all have a successful finals week.
19. Our next scheduled meeting is Tuesday, January 21st at 5:30 pm.
20. Items not listed on Agenda.
21. BOARD OF TRUSTEES’ REPORT**:** *Stone Koury*
22. The board of Trustee’s is meeting on Thursday, December 12th. It should be a quick meeting overall.
23. We will be covering Professor Emeriti Honors Degree Proposals, conflict of interest policies, travel policies, credit card policies, procurement card policies, email use policy, Information Technology policy and all these will be considered alongside our A133 audit from 2013.
24. **Joshua Clark**: I received the Board of Trustees agenda and noticed that there were several meeting’s minutes pending approval. So, I was curious if they can take action on those things without the minutes being approved?
25. **Stone Koury**: I’m not sure, Carlton Pickron might have an answer, but I assume that it is because we had special meetings, that the minutes were delayed.
26. **Carlton Pickron**: The past few meetings have been Special Meetings, and the last scheduled meeting was cancelled, so that leaves them to be approved at this upcoming scheduled meeting. Work has moved on, procedure has been followed, action has been taken.
27. The next scheduled Board of Trustee’s meeting is December 12th at 6:00pm in the Horace Mann Center.
28. All University Committee**: No Report**
29. Neighborhood Advisory Board**: No Report**
30. VICE PRESIDENT’S REPORT-STUDENT LIFE**:** *Rebecca DiVico*
31. Student Affairs Committee**: No Report**
32. Multicultural Committee**: No Report**
33. Food Services Committee**: Tom Durkee**
34. We began our meeting with a discussion about our welcome back dinner that our Food Services Committee will be having Thursday, January 23rd at 7:30 pm.
35. We then talked about our comment cards and other in person happenings that we have heard from students.
36. We discussed the flags on the ceiling on the Dining Commons. These flags were hung after Dr. Dobelle assumed the Presidency and Sodexo is not the department or group behind these flags, they are merely hung in the building in which they operate. We have made the decision to connect with Multicultural Affairs and the Multicultural Student Association to bring this issue to their attention.
37. We also discussed more options at breakfast, swapping out cheeses and dressings and the addition of French Onion Soup, among other things.
38. Tonight the Dining Commons will be open from 11:00 pm until 5:00 am for studying and food sponsored by Sodexo and the Department of Residential Life.
39. Subway will be giving out free Seattle’s Best coffee between 7:00 am and 9:00 am and 7:00 pm and 9:00 pm as part of customer appreciation week until Friday, December 13th.
40. Dunkin Donuts will be having their, decorate your own holiday donut contest tomorrow; December 11th from 5:00 pm until 6:00 pm, the winner will receive Sodexo bucks for next semester.
41. Next week Dunkin Donuts will be offering a free donut or muffin with a medium or larger beverage purchase from 11:30 pm until 1:30 am. You will find Dunkin Donuts open until 2:00 am next week to help with finals.
42. We have decided to move our meetings for next semester to Thursdays at 4:00 pm.
43. Our next scheduled meeting will be our welcome back food committee dinner on Thursday, January 23rd at 7:30 pm in the Tekoa Room.
44. Health Committee: **No Report**
45. Parking Control Board: **No Report**
46. Student Athletic Advisory Board: **No Report**
47. Substance Advisory Committee: **No Report**
48. Community Relations/Fundraising Report**: No Report**
49. VICE PRESIDENT’S REPORT-ACADEMIC LIFE: *Andrew McCormack*
50. Academic Policies Committee: **No Report**
51. Curriculum Committee: **No Report**
52. Enrollment Management Committee: **No Report**
53. Campus Technology Committee**: No Report**
54. International Programs Committee: **No Report**
55. Library Advisory Committee**: No Report**
56. Writing Liaison**: No Report**
57. VICE PRESIDENT’S REPORT-PROGRAMMING: *Steve Kligerman*
58. Programming update**: Steve Kligerman**
59. The New York City Bus Trip on Saturday was a success. I hope everyone who went enjoyed themselves.
60. The Gingerbread Throwdown is tomorrow at 8:00 pm in the Owl’s Nest. If you decorated a gingerbread house please come with it by 8:15 pm. As we will be judging shortly after that. There will also be hot chocolate. Decorate your own cookie and Ugly sweater contest.
61. Bingo will be this Friday, December 13th and is going to be hosted by the Class of 2017.
62. Our next scheduled meeting is December 11th at 5:00 pm in the Owls Nest.

1. VICE PRESIDENT’S REPORT-FINANCE: *Joshua Frank*
2. Finance Report: **Joshua Frank**
3. I have two finance proposals to present tonight.
4. The Criminal Justice Club is asking for funds to help them attend the National Criminal Justice summit in Philadelphia. They are asking for funds to help cover the registration cost half the hotel cost and mileage.
5. I move to allocate $810.87 to the Criminal Justice Club. Motion carries.
6. The Finance Committee met with Whip Comedy Improv., who is asking for funds to attend the Improv. Boston College Comedy Festival. They are asking for funds to cover half the mileage and hotel cost as well as tolls and parking.
7. **Steve Mailloux**: Is there anything this club hopes to gain from this festival? It doesn’t seem to be a conference for educational purposes.
8. **Joshua Frank**: It will help them with their purpose of their club, since they are an Improv. group. The agenda has not been released yet, so I don’t have a ton of information. It has a lot of interaction with other schools and hands on workshops.
9. **Brittany Moniz**: I think it’s great that they’re going, but do they need to spend the night there?
10. **Joshua Frank**: Yes, it’s a three day conference.
11. **Steve Mailloux**: Does the cost change at all if they stayed for less than three days?
12. **Joshua Frank**: Well I would assume that they will be attending the whole conference and will need to stay however many days.
13. I move to allocate $794.25 To WHIP Comedy Improv. Motion carries.
14. This Friday, December 6th the Night Owls will be performing. The show will also feature performances from the Dance Company and the AcaOwlettes. This show is at 7:00 pm in Dever Stage and is a free event.
15. **Tom Durkee**: I saw it was $2.00 to get in, is that true?
16. **Joshua Frank**: It’s actually illegal for them to charge admission due to song copyrights, so the event is free.
17. Foundation Report**: No Report**
18. SERETARY’S REPORT: *Alexis Wagner*/*Sarah Hegarty*
19. Executive Secretary Report: **No Report**
20. Legislative Secretary Report: **Sarah Hegarty**
21. I have attendance for the fall semester up until December. So, I highly suggest even if you know you are safe, to come see me so you know where you stand next semester.
22. Also as a reminder, 1 unit is due for December by this Friday, December 13th at 5:00 pm
23. PARLIAMENTARIAN REPORT: Jennifer McDiarmid
24. Rules and Regulations Committee: Jennifer McDiarmid
25. In the past two months we’ve reviewed around 20 constitutions from various clubs on campus. We have also made a dent in the stack of constitutions that were a few years overdue for review. I would like to thank my committee for all their hard work and patience, I know it’s not fun to hang around for another meeting after SGA, but I appreciate your time.
26. I hope everyone has a relaxing break and survives finals, see you in the spring for Constitutional review.
27. COMMUTER COUNCIL, CLASS AND HALL REPORTS:
28. Commuter Council: **No Report**
29. Senior Class: **Brittany Moniz**
30. Senior Sweatshirts are now on sale for $35.00 each. You can have your name on the sleeve at no extra charge.
31. Senior Fest packets cannot go on sale until we receive approval from the Alcohol Review Board. I’m not sure if the board will be able to meet before break, so it is probably going to have to wait until we get back in January.
32. Don’t forget “100 days Until Commencement Toast” is Thursday, February 6th at 5:00 pm in the Owl’s Nest.
33. I hope everyone has a wonderful winter break and a Happy New Year.
34. Our next scheduled meeting is on December 11th at 3:00 pm in the SGA Conference Room.
35. Junior Class: **Richard Darrach**
36. Tomorrow, December 11th is the clothing drive from 7:00 pm until 8:00 pm in all residence halls. Each hall is hosting a small event or raffle and 2015 is giving out 100 coupons for a small hot beverage to Dunkin Donuts. Can all Hall Presidents see Olivia Dumas after the meeting?
37. Thursday, December 12th is “Are you Smarter than a First Year”. Food has been graciously donated by Sodexo, so there will be snacks. The event starts at 7:00 pm in the Owls Nest. Please come out and support us and 2017.
38. Happy finals and may the grades be ever in your favor.
39. Our next scheduled meeting is Wednesday, December 11th at 4:00 pm in the SGA conference room.
40. Sophomore Class**: Ryan Losco**
41. Our information sessions were last week and they went well.
42. I am going to Show the video about the “Buzz Off” to show everyone what the Buzz Offs” about.
43. Our next scheduled meeting is on December 9th at 6:30 pm in conference room 03.
44. Freshman Class: **No Report**
45. Apartment Complex: **No Report**
46. Courtney Hall**: No Report**
47. Davis Hall: **No Report**
48. Dickinson Hall: **No Report**
49. Lammers Hall: **No Report**
50. Lansdowne Hall: **No Report**
51. New Hall: **Cleston Flemming**
52. We had a can Drive right before we went on Thanksgiving break and we donated over 400 nonperishable items.
53. Scanlon Hall: **No Report**
54. University Hall**: Justin Connolly**
55. Stop by University Hall to catch the hot chocolate cart at 8:00 pm. There will be marshmallows, candy canes and many other sweet toppings to put upon your hot chocolate.
56. UNFIISHED BUSINESS**:**
57. NEW BUSINESS:

1. ANNOUNCEMENTS:
2. **Joshua Frank**: AUC meets tomorrow, December 11th at 4:30 pm in Parenzo Board Room.
3. **Sarah Hegarty**: I want for this holiday season is for you to do your one unit.
4. **Olivia Dumas**: Can I see all the Hall Council Presidents after this, and please come see the Night Owls and AcaOwlettes this Friday at 7:30 pm.
5. **Brittany Walters**: Thank you to all of you who donated or helped at the Blood Drive, it was greatly appreciated.
6. **Ryan Losco**: Can I get the Buzz-Off sign up sheet back after the meeting?
7. **Taylor Fote**: Food is arriving at 6:15 pm, it is currently 6:13 pm. So, if you can, stay and hang out, and please only take one slice at first until everyone gets one, and then we can do seconds.
8. **Carlton Pickron**: I’d like to thank you all for your hard work and leadership. Have a wonderful final exam period, and a great, fantastic, smashing, magical break. I’m looking forward to seeing you around the 19th or 20th. Safe travels to you all.
9. **Amanda McCarthy**: 157 Days until Commencement.
10. ROLL CALL: Andrew Morin sent an alternate and Christopher Michaud was excused.
11. ADJOURNMENT: Meeting adjourned at 6:16 pm.