**STUDENT GOVERNMENT ASSOCIATION MINUTES**

**December 05, 2017**

1. ROLL CALL: Nicole Hannon, Joseph Newlin, Owen MacDonald, Courtney Smith and Andrew Tierno were absent. Sarah Wade and Jason Rosselli sent alternates.
2. APPROVAL OF MINUTES FROM: November 28, 2017
3. PRESIDENT'S REPORT: **Brendan McKee**
4. Hello everybody, nice to see you decked out in your ugly sweaters.
5. Tonight we are having a presentation on the implementation of security cameras on campus. Here to present, please welcome Vice President of Student Affairs Carlton Pickron, Executive Director of Residential Services and Campus Life Jon Conlogue, Director of Facilities and Operations Kevin Cochran, and Director of Public Safety Tony Casciano!
6. **Vice President Pickron**: Good evening all. I’m going to ask Kevin Cochran and Tony Casciano to give some of the particulars and giving you an update. Some of you have seen the Minute Man vans and trucks on campus so we will be answering all questions.
7. **Tony Casciano**: Tonight basically we’re here to answer any questions that you have.
8. **Kevin Cochran**: Hi I’m Kevin Cochran Director of Facilities, I’ll be managing the project from start to completion. Yesterday, December 4 we started in Scanlon Hall, we’re about 60% done with that building and we’re going to move clockwise around the campus with the installation, in the hopes of completing it by January 15.
9. **Tony Casciano**: And this phase of the cameras is just in the Residence Halls to start and that’s what we’re looking at right now. Hopefully we can expand this program in the future.
10. **President Torrecilha**: There’s more that can be said. You might be thinking about how we decided where to put these cameras. Actually it was a company that came to our school, did a survey of the buildings, did a recommendation, figured out exactly where the cameras were going to be installed. We were pretty conscientious about keeping your privacy as much as possible, but as we’ve been saying all along safety is more important than privacy at this point. There is a camera policy that we introduced to the Board of Trustees last week. There was a special meeting of the board to discuss this issue and the board is going to take this policy to a vote on Thursday, December 7. The policy has been reviewed by our lawyers so we are pretty much in secure grounds when it comes to the protection of your privacy. By the way we didn’t reinvent the wheel, a lot of Colleges and Universities have developed this policy. We took that and talked to our colleagues, sort of compared and contrasted and came up with a policy that fits our university.
11. **Aaron Sylvia**: To my knowledge there are two basic categories of security cameras. One is orbital in which it does a 360 spin of an area and one is fixed mount in which it finds a specific area in time. What combination of these two will we be using to make students feel safest on campus or are we just using one?
12. **Tony Casciano**: Most of them are going to be just fixed cameras that we have. These are going to be fixed and the view of it is going to be cone-shaped so you get a pretty good view and they are going to be on the interior and exterior.
13. **Samuel Tsongalis**: Students, especially those in Dickinson, are worried about where the cameras are going to be placed because at least in Dickinson we have half floors, so some people go to the bathroom up or down a half floor and they are worried about invasion of privacy like a camera right outside the bathroom. Do they have to worry about that?
14. **Kevin Cochran**: There will be no cameras facing any bathrooms ever or into any rooms.
15. **Maddie Creamer**: I just had a question about how many cameras are being added into each Residence Hall?
16. **Tony Casciano**: I have that here: New Hall 63 cameras, 55 interior, 2 in the elevator, and 6 exterior; Davis Hall 54, 52 interior, 1 elevator, 1 exterior; Courtney Hall 75, 70 interior, 1 in the elevator, 4 exterior; Scanlon Hall 54, 50 interior, 1 elevator, 3 exterior; Lammers Hall 50, 46 interior, 4 exterior; University Hall 62, 59 interior, 2 elevator, 1 exterior; Welch Hall 8 interior; Seymour Hall 9, 8 interior, 1 exterior; Conlin Hall 10, 8 interior, 2 exterior; Dickinson Hall 52, 46 interior, 6 exterior. That comes to a total of 437 cameras in the res halls.
17. **Sammantha Dorazio**: Are the cameras going to start recording as soon as they go up or are we waiting until all the buildings have them?
18. **Kevin Cochran**: As soon as they are implemented in each building they are active.
19. **Danielle LoGuidice**: Now that there are cameras are people going to find out who’s responsible for damages in Res Halls or are the damages going to still be charged to everyone’s bill?
20. **Jon Conlogue**: I don’t think we’ve had the level of discussion yet to in terms of what threshold of event is going to trigger us to go and look at the camera. I think that this is a discussion we need to have. I mean clearly for major issues we are going to be looking at footage, for very minor things we won’t. We’re going to have to have more discussion on that.
21. **Jake O’Kane**: Just wanted to know if you heard of an incident and you went into the cameras, I know a lot of students are afraid of being caught with underage drinking, would you be inclined to take them in if this was caught on camera.
22. **Diane Prusank**: Point of information the policy does allow the course for if there is a review of video that indicates that something else has happened, the policy allows for the institution to protect itself in terms of any violation. So that is certainly possible, you can’t erase what somebody sees, you can’t pretend it didn’t happen.
23. **Jon Conlogue**: Just to add onto that, I suppose an analogy would be if there is a building that has a fire alarm you know the Residential Life staff will go into the room to ensure that everybody got out of the building to ensure safety, but if in the process of doing that we happen to walk into a room that has a bong sitting on the coffee table, we can’t pretend we didn’t see that. It’s not the objective, but like Diane says, once you see something it’s hard to un-see it. That being said we are not going to be combing through the footage, we are only going to intend to look at it for serious situations.
24. **Andrew Tierno**: I noticed that there aren’t going to be any cameras in Lansdowne, can you explain why?
25. **Tony Casciano**: We don’t own Lansdowne, we’re leasing that property so that’s actually not part of the whole campus buildings that we own.
26. **Danielle LoGuidice**: At my work we have video cameras, but all recordings get deleted after 24 hours, what is that like for the cameras here?
27. **Tony Casciano**: We’re going with 45 days. That’s for investigation purposes, that’s probably the average.
28. **Aaron Sylvia**: My understanding is that on campus the general population as a whole know the project is going on, but may not know the entire scale of the project. I know myself sitting in the front row here at these meetings, I was under the impression they were going on the doors themselves in the buildings not the entire building. So my only concern to raise to the board as well is before this project is done I think that if something is done publicly on campus letting people know the exact scale this project is going to be then you’ll stem some of this fear. I think if students come back from winter break and just all of a sudden there’s 400 cameras on campus that might be shocking to some. So just a recommendation to the board if you could take into consideration either some kind of email or presentation that could be made, I think you’ll have a lot less fear about this in the future and we can have the safe campus you are all striving to create.
29. **President Torrecilha**: Suggestion noted, thank you.
30. **Sammantha Dorazio**: I know in previous discussions it was said the money for cameras isn’t coming out of students’ pockets, but I don’t remember where it was said the money is coming from?
31. **President Torrecilha**: Your University has what’s called reserves. This is money that we put away for situations like this. So when we went to the board we said that we plan on using part of the reserves to pay for this so students wouldn’t have to pay for anything.
32. **Jake O’Kane**: Are there going to be any hidden cameras?
33. **President Torrecilha**: Oh you will know.
34. **Tony Casciano**: We are not going to have any hidden ones.
35. **Thalita Neves**: I was just wondering with the implementation of cameras are residents of Scanlon still going to have to check-in before going into the Residence Hall?
36. **Carlton Pickron**: It’s still in consideration, once the camera system is up and running, looking at security as we begin Spring semester and there will be communication out to all students in that particular Res Hall if there’s any modification on security structure.
37. **Abdullah Shafique**: I was wondering if you could tell us the overall cost of the cameras.
38. **President Torrecilha**: About $1 million.
39. **Bryan Pimentel**: I was just wondering how the cameras will be affected if there’s a power outage?
40. **Kevin Cochran**: We’re going to connect them to the generator so they will be generator backup.
41. **President Torrecilha**: And there will be a backup server as well.
42. **Kelsey Butler**: Will there be audio captured on these cameras as well?
43. **President Torrecilha**: No.
44. **Brendan McKee**: I just wanted to ask in relation to our other sister universities in this implementation time-wise, are we last?
45. **Tony Casciano**: We’re last. We only had twelve cameras on our campus. Other schools have 65, 110, 200… We’re at the bottom.
46. **President Torrecilha**: And we are the most residential campus compared to the eight sister schools, we’re the most residential. We’re really behind the times here.
47. Thank you all for the presentation! Next week will be our final SGA meeting of the semester, and we will have Vice President of Administration and Finance Steve Taksar as well as Director of Facilities and Operations Kevin Cochran speaking at the meeting.
48. As you’re all probably aware of, Scanlon Hall was evacuated Sunday morning at 2:30am due to a bomb threat message being found. Mass State Police, Westfield Police, and Campus Police were all involved in responding to the incident and swept the building to find no threats. If anybody has any information on the responsible party for this incident, you can contact Westfield State University Police at their tip line, (413)572-8690. There is also a Silent Witness Link that was sent out to all of your emails in case you would prefer to remain anonymous.
49. The 18th Annual Stuff a Cruiser Gift Drive will be taking place next Tuesday, December 12 from 10:00am until 2:00pm outside of the main entrance of Ely. Gifts received will be donated to the New Beginnings Shelter for Victims of Domestic Abuse. Items accepted include toys for children and gift type items for adult women. Please donate if you can.
50. Hoo Day will be taking place on Monday, December 11 from 9:00am until 11:30am in Scanlon Banquet Hall. This is a day of dialogue that engages members of the campus community in a non-judgmental exercise that will highlight our collective understanding about areas of our identities. Attendees determine their own level of participation, but it is encouraged to be involved if you attend.
51. Items not listed on Agenda:

1. BOARD OF TRUSTEES' REPORT: **Cameron Swan**
   1. The Board of Trustees will be meeting on Thursday, December 7. The schedule of subcommittee meetings were sent out today, if you did not see your email here it is:

* Academic and Student Affairs Committee: 8:30am until 9:30am
* Finance and Capital Assets Committee: 9:30am until 10:30 am
* Advancement and Enrollment Management Committee: 10:30am until 11:30pm
* Audit Committee: 12:30pm until 1:30pm
* Governance and Nomination Committee: 1:30pm until 2:30pm
* Full Board Meeting: 3:00pm until 5:00pm
  1. I wanted to go over the policy concerning the authorization and use of security cameras. If anyone has any questions, I will pause after each section of the policy. (see attached)

1. **Sammantha Dorazio**: Are the cameras on Lammers going to pick up people going into the Counseling Center?
2. **Cam Swan**: They will pick up people going into the annex, not necessarily the Counseling or Career Center. And Health Services will not have a camera either.
   1. All University Committee**: Sammantha Dorazio**
3. This past Friday, AUC met for its biweekly meeting. Chief of Staff Diane Prusank attended to answer questions that the committee had about the Bias Incident Response Team on campus.
4. There was discussion about First Year Only courses Incident Response Team on campus. Furthermore, there was discussion about First Year Only courses and potential core restructuring, but more details and a potential proposal are to come.
5. All items brought forward to be referred to Curriculum Committee and sent to AUC from Curriculum Committee were approved unanimously.
6. The next AUC meeting will take place on Friday, December 15 at 1:40pm in the Parenzo Board Room.
   1. NEASC Steering Committee: **No Report**
   2. Strategic Planning Committee: **No Report**
   3. Student Advisory Council**: No Report**

1. VICE PRESIDENT'S REPORT-STUDENT LIFE: **Arielyss Santiago**
   1. Student Affairs Committee**: No Report**
   2. Diversity/Inclusion Committee: **Mika Lapre**
2. Hoo Day of Dialogue is on Monday, December 11 from 9:00am until 11:30am. Please join us for this interactive event brought by the Social Work Department and Student Facilitators to engage in non-judgmental exercises aimed to understand the eight-isms of our identities.
3. There will be a Students of Color Gathering: *A Time to Heal* on Sunday, December 12 from 4:00pm until 6:00pm in the Ely Studio Theater, and will be hosted by Celia Hison a social justice educator and therapist.
4. Question Persuade Response (QPR) training will take place on Thursday, December 7 from 4:00pm until 5:00pm in the Loughman Living Room.
5. Please see me with any questions or if you just want to talk.
6. The next Diversity and Inclusion meeting will be next Monday, December 11 at 4:00pm in the Unity room.
   1. Food Services Committee**: No Report**
   2. Parking Control Board: **No Report**
   3. Student Athletic Advisory Board: **No Report**
   4. Substance Advisory Committee: **No Report**
   5. Veteran’s Affairs Report: **No Report**

1. VICE PRESIDENT’S REPORT-ACADEMIC LIFE: **Jacob Lotter**
   1. Academic Policies Committee: **No Report**
   2. Curriculum Committee: **No Report**
   3. Enrollment Management Committee: **Maddie Creamer**
2. The Enrollment Management Committee met last Wednesday, November 29 in the Club Room. At this meeting, we approved the minutes from the September and October meeting, and continued to discuss meal plans, enrollment, registration, open houses and billing.
3. Andrew Mankus, the Director of Dining Services, discussed Dining Service’s recommendation to change meal plans and deadlines for add/drop dates for meal plans. Our current practice allows for students to add/drop dates for meal plans. Our current practice allows for students to add/drop a meal plan within three weeks of the start of the semester. The current issues regarding the add/drop period is that students that are not withdrawing are dropping their meal plans after the add/drop period. Dining Services has looked into how other universities are managing their meal plans and they would like to change their add/drop model to have a two-week deadline for changes. This change would still allow students to cancel or downgrade during the add/drop period but also ow allows students to add or upgrade their meal plan at any time.
4. We briefly discussed open houses. This fall, Admissions changed the formats of the open houses. Students and families were able to choose two panels or presentations to attend and then received a free lunch in the Dining Commons. At this point, open houses have finished for the semester. Admissions had heard very positive feedback about our tour guides this year from prospective students, which is awesome.
5. We discussed registration statistics for the spring semester registration. Web registration closed this past Friday, December 1 but students are still able to make changes to their schedule during the add/drop period in January. As of November 27, registration was on par with the previous years at around 91% of eligible students being registered. The Registrar’s office ran another report on December 1, but I will not have that information until the next Enrollment Management meeting.
6. As for enrollment, on November 28, there were 125 accepted transfer students for the Spring 2018 semester and there are 226 completed applications for the Fall 2018 semester. There were issues with the application system that caused some problems, CGCE has an increase for overall prospects and they’re confident in the number of applicants for these programs. Also, the OT program proposal was submitted to Board of Higher Education and will hopefully be addressed at their meeting this month.
7. Spring 2018 semester bills were sent out around Thanksgiving break, so everyone should’ve received their bill at this point. The due date for paying your spring bill is Friday, December 15. We also have hired Nichole Baginski a Westfield State Alumni, as our new Bursar.
8. **Madeline Dexter**: Do you have any idea on the enrollment this year versus the enrollment last year and how those two compare with one another?
9. **Maddie Creamer**: It’s around 534 students at this point last year that had completed the application so we are a little down, but we believe part of that is because of system errors.
10. Our next scheduled meeting is December 20 at 3:00pm in the SGA Club Room E021.
    1. International Programs Committee: **No Report**
    2. Academic Technology and Information Services Committee: **No Report**
    3. Writing Liaison Committee: **No Report**
    4. Guest Lecture Committee: **No Report**
11. VICE PRESIDENT’S REPORT-FINANCE: **Marcus DiBacco**
12. Finance Report: **Marcus DiBacco**
13. I would like to inform you all that as of yesterday we have launched an initiative called the Club Collaboration Campaign. This campaign is being launched under the scope of the Student Organization Council or SOC, which is a collection of representatives from all the SGA sponsored clubs and organizations. The purpose of the Club Collaboration Campaign is to create a stronger connection between all of the student groups on campus. It is our hope that in fostering this we can strengthen and unify our community. I do not need to mention that this semester has seen an unprecedented number of actions based in hatred. As our advisor Ryan Meersman informed me, the original purpose of SOC was to combat similar issues and so it is fitting that we continue this effort by launching this campaign. Some of the strategies that we plan to use include the following: providing each group with a copy of the Club Master List, sending out an email once a week on SGA and club activities, visiting clubs at meetings and events, increasing our opportunities to meet as a collective body under SOC, and the creation and distribution of a club officer handbook. These are just the first actions to be taken and we are, of course, open to more.
14. We have to discuss is a Finance Proposal from Relay for Life. The organization is requesting $650.00 to fund a police detail during the event. As the event collects a large amount of money for the American Cancer Society, they are required to have public safety on scene. As such we assist the club in paying for the detail each year.
15. I move to allocate $650.00 to Relay for Life. Motion carries.
16. The date of the next Finance Committee meeting is yet to be determined.
17. Foundation Report: **No Report**
18. Student Organization Council: **No Report**
19. VICE PRESIDENT’S REPORT-PROGRAMMING: **Madeline Dexter**
20. Campus Activities Board: **Madeline Dexter**
21. WSKB will be hosting an ugly sweater open mic night tomorrow, December 6 so if you don’t feel like changing and want to preform something, go to the Owl’s Nest tomorrow at 8:00pm.
22. Campus Activities Board will be hosting a gingerbread house competition Thursday night, December 7 at 9:00pm. We have twenty assorted kits, and they will be distributed on a first come, first serve basis. Outside decorations are allowed. Teams, max of four people, will be given 45 minutes to decorate their houses. Judges will deliberate and the winning team will get owl bucks.
23. Friday night, December 8, Student Activities is hosting a black light Zumba evening at 9:00pm in the Owl’s Nest. Last time was a blast so I hope to see some of you there again.
24. Also, Friday night, December 8, the Night Owl’s will be preforming their fall concert in Dever at 7:30pm. Tickets are free and will be sold at the door. Cameron Swan, your amazing trustee, is in this group so come out to support.
25. Saturday night, December 9, the acaOWLETTES will be preforming their fall concert at 7:30pm in Dever as well. Tickets are free and will be sold at the door. Karina Sallaway, Hanna Christ, and I are all preforming so you all should come!
26. Saturday night, December 6 at 8:00pm, Student Activities will be hosting a relaxation station featuring chair massages and crafts. It will be a nice way to start your last week of classes so come chill with us on Saturday night. You may be wondering, “Well Maddie, how am I going to come see the aca pella show and get a massage?” I am here to tell you that the relaxation station is open until midnight, so you can go to both.
27. CAB will be meeting tomorrow, December 6, at 5:00pm right here in the SGA room E017, if you have any event ideas for next semester, please come or see me after the meeting.
28. Neighborhood Advisory Board: **No Report**
29. Community Relations/Fundraising Report: **No Report**
30. SECRETARY'S REPORT: **Karina Sallaway/Derek Estrella**
31. Executive Secretary Report: **No Report**
32. Legislative Secretary Report: **No Report**
33. PARLIAMENTARIAN REPORT: **Tyler Cameron**
34. Rules and Regulations Committee: **No Report**
35. Constitutional Review Committee**: No Report**

1. ADVISORY COMMITTEES:
2. Advisory Committee on Facilities Planning: **No Report**
3. Advisory Committee on Academic Planning: **Jacob Lotter**
4. The Advisory Committee on Academic Planning met this past Friday, December 1 to discuss what our next steps are for recommendations on the common core. It was moved by Dr. Rob Bristow that a subcommittee of ACAP be formed to develop a recommendation on what sort of common core would work for Westfield State. That subcommittee is made up of Dr. Enrique Morales-Diaz, Dr. Beth Starr, and Dr. Brian Jennings. From that proposal ACAP will make changes and submit it as recommendation to the All-University Committee and subsequently the Curriculum Committee.
5. We also discussed replacements for membership on the committee. Both Dr. Rob Bristow and Dr. Lynn Shelley are on sabbatical next semester, so Dr. Ansari has submitted a request to the MSCA Chapter President, Dr. Margot Hennessey for replacements.
6. The next meeting of the Advisory Committee on Academic Planning will be on December 21 at 1:00pm in the Parenzo Boardroom.
7. Advisory Committee on the CURCA: **No Report**
8. Advisory Committee on Budget and Planning**: No Report**
9. College of Arts, Humanities and Social Sciences Search: **No Report**
10. College of Mathematics and Science Search Committee: **No Report**
11. College of Education Health and Human Services Search**: No Report**
12. COMMUTER COUNCIL, CLASS AND HALL REPORTS:
13. Commuter Council: **No Report**
14. Senior Class: **Maddie Creamer**
15. Just a few things to report for the Senior Class.
16. We have scheduled our annual Buzz Off for Cancer event for Sunday, April 8, from 12:00pm until 2:00pm in the Owl’s Nest. We’re excited to get started planning with our awesome sister class council.
17. The Senior Class is finalizing our plans for our senior event within the next week, so I will have more definite plans for you at that time. The events we are finalizing include a Mohegan Sun Trip, 100 Days until Commencement Toast, Sam Adams Brewery Trip, Graduation Cap Decoration and a Courtyard Bonfire.
18. WE have also been working with the President’s Office and a few others on choosing a Commencement speaker for May. We’re hoping to have more information on the speaker within the next few weeks.
19. Our next scheduled meeting is on Monday, December 11 at 8:00am in Ely 003.
20. Junior Class: **No Report**
21. Sophomore Class: **Bryan Pimentel**
22. Yesterday, December 4, the Class of 2020 council held our Pizza with Peers Town Hall meeting. This meeting was initially intended for students from the Class of 2020 to ask the council questions about the council and things on campus. We decided to have a couple of guest speakers including President Torrecilha, Dr. Pickron, Captain Foyle from Public Safety, and Ashiah Richeme from Diversity and Inclusion. While the discussion was not the primary goal of the Town Hall meeting, it proved to be helpful as it provided us with more of an individual learning of what was occurring on campus. This allowed the council to be more informed and gave us the opportunity to pass the information down to members of the Class of 2020 when interacting with them in a public setting.
23. During the Town Hall, issues that were discussed included the implementation of cameras and how the increased security would change once those are added. We also discussed and answered questions regarding both the lockdown as well as the evacuation regarding the bomb threat.
24. We discussed Diversity and Inclusion training in both the aspect of orientation as well as possible classes being added to the common core.
25. The meeting finished with the quests emphasizing how useful it is for people with comments or questions to email them when new things happen in the future.
26. Our next scheduled meeting is on December 11 at 7:30pm in the SGA Conference Room E020.
27. First Year Class: **No Report**
28. Apartment Complex: **Kyle Nolan**
29. This semester we have put on a few events.
30. Our first event was a s’mores event that was very successful.
31. We then had our Town Hall meeting and ornament decorating events.
32. This upcoming week we will be having an Elf on The Shelf event.
33. Next semester we plan on doing the following events: Beat the Stress, Decorate Cupcakes, Anti-Valentine’s Day, Cook out, Pizza/Wings and Mock tails, 21 and up event, and Wine Glass Decorating.
34. Remember these are subject to change.
35. I accept the resignation of Andrew Tierno as Apartment Complex Representative to SGA.
36. Courtney Hall: **No Report**
37. Davis Hall: **No Report**
38. Dickinson Hall: **No Report**
39. Lammers Hall: **No Report**
40. Lansdowne Place: **No Report**
41. New Hall: **No Report**
42. Scanlon Hall: **No Report**
43. University Hall: **No Report**

1. UNFINISHED BUSINESS:
2. NEW BUSINESS:
3. ANNOUNCEMENTS:
4. **Jacob Lotter**: I am meeting with John Ohotnicky, the registrar, and Tom Raffensperger, the library director this week so see me after if you have any concerns you want me to share with them.
5. **Danielle LoGuidice**: On behalf of MASSPIRG please donate gently used coats in the boxes located in all Residence Hall buildings, outside of Dunks, and outside the Fitness Center. All donations are going toward a local shelter. If you’re in the DC look for labels showing things that are directly pollinated by bees and look for the MASSPIRG table giving more information.
6. **Shayna Arnott**: If you like mac and cheese and you have a meal plan you should go tomorrow night to the DC it’ll be great.
7. **Derek Estrella**: I would like to see Nicholas Kooymijan after the meeting.
8. **Cam Swan**: Can I see class presidents after the meeting?
9. **Jacob Lotter**: Councils that did not report tonight you need to report next week see me after if you have any questions.
10. **Brendan McKee**: Please stay after the meeting so we can take our picture. Another thing when we have people up at the podium please wait until they are done speaking and the next speaker is going up to leave your seat. We just try to keep it so people aren’t getting up mid speaker. I would say the appropriate time to get up would be when people are applauding for the next speaker to come up.
11. **Marissa Cremin**: 165 days until Commencement.
12. ROLL CALL: Nicole Hannon, Joseph Newlin, Owen MacDonald, Courtney Smith were absent. Sarah Wade and Jason Rosselli sent an alternate.
13. ADJOURNMENT: Meeting adjourned at 6:37pm

*To ensure the courtesy of others,*

*Please turn off your cell phone before the meeting*