**Student Government Association Minutes**

February 11, 2014

1. ROLL CALL: Kevin Soucie, Ashley Deleon. Brittany Walters, Domenico Cerasani were absent. Brooke Laroche was excused and Troy Doming sent an alternate.
2. APPROVAL OF MINUTES FROM February 04, 2014: Minutes were approved.
3. PRESIDENT’S REPORT: *Taylor Fote*
4. Hi everyone, first off tonight we have Joshua Hettrick the Assistant Director of Residential Life here to discuss the new online housing process.
5. **Joshua Hettrick**: We’ve passed around some pamphlets and this year’s Housing Sign-up Gazette, which you’ll notice is considerably lighter this year. You guys are actually the first to have it; it’s hot off the press.
6. We’re doing the housing sign-up process very different this year. We have a ResLife YouTube channel now, with one video up so far, that you get to from our website, and are planning some more that will specifically address the MyHousing area, so that students can visually get more familiar with that program and understanding it a little bit better.
7. First off, I want to reiterate the importance of the housing deposit and getting that in on time, which I’m sure you’re all aware of. It’s due Friday, February 28th by 5:00 pm. We’ve received over 600 of them already but we’re anticipating about three and a half times that by the 28th. We want students to get that in as early as possible so that they can start doing the other aspects of the housing sign up process, including things that are located in MyHousing.
8. When you log into MyWestfield, you will click on the Campus Life tab and the MyHousing link is right in the Public safety box on the side. That will take you into MyHousing without needing to log in again. It will have a lot of information right there, when you open it, but the things that are going to change will be along the bottom: My Future Roommate Requests and My Future Room Selection Process. Those are things we’re working on with everyone and the things that will be updated more often as we go through everything.
9. There are many links that you will only have access to once you pay your deposit, so that’s why we want you to get your deposit in as soon as possible. The first you’ll need to do is complete your housing agreement, which is just like the piece of paper you received in the past that had your lottery number on it, only know you’re able to view everything on that page and select the agree box and submit. You will then have the opportunity to complete some personal preferences as well as some living preferences. This will help us match students together based on their preferences.
10. Something I find interesting is that we’ve added a section for music preference. Northeastern University actually added this to their room preference form several years ago, it was the only thing they changed on the form and they saw a significant drop in the number of roommate conflicts, they had over the course of a year and a drop in the number of room changes on their campus over the course of the year. We’re excited to add this and see if it has the impact on our campus.
11. Under Living Preferences, you will enter which hall you’re interested in, or styles such as Quiet Living, the International Section, Honors Housing, specifying interest in single, double, triple or quad, and so on. This will not impact what rooms you are able to select during the housing sign-up process, but it will help students find you when they’re searching on the system, which is a big point, for finding additional people to fill apartments or suite style housing. You will be able to search for your friends, by entering their last name, first name, or email address and the results will come up based on students who have paid their deposit, and submitted the housing agreement. You’re going to basically request them, which will send them an email and they can accept the request to confirm it. It works the same way, whether it’s one other person or five other people. Everyone you want to live with will get notifications, and you will get notified if someone sends you a request, and you all have to do is accept one another.
12. That’s probably the biggest concern I have for the entire process. Under My Future Roommate Requests, it will be able to tell you whether or not your group is completely confirmed, or it will have a bunch of red exclamation points next to the names of the people who have yet to confirm you. You can push another email to them to remind them, or more than likely, you can walk next door and ask them to do it. If one person in the group hasn’t accepted everyone else, the system will not allow you to sign up even the people in the group who have confirmed. Make sure you let your friends and classmates know about this.
13. The housing sign-up nights are Monday, March 24th, Wednesday, March 26th, Monday, March 31stand Wednesday, April 2nd. Students can log into the system based on what class year they are and what night is appropriate for them to go through the process. The first night, March 24th, will be only for juniors and seniors. You will be able to select your housing that night only if you are a group of junior and seniors. If will be open for the entire campus depending on your group size, instead of, for example, being broken into six person housing only sign up nights, like it was in the past. Your selection time will be emailed to you, the business night before you select, ranging from 5:00 pm to 10:59 pm, in hopes that students are out of class and practices. Anybody within the group is able to select for everybody else. That’s part of agreeing on your group; so make sure you trust the whole group. The first person in the group whose selection time comes up can do it for the whole group, and if for some reason they can’t when the next person’s time comes up, they’re going to be able to select for the group as well. If you’re log in ten minutes past your selection time, you’re able to start then because your selection time was already triggered. You don’t only have one minute to select everything, it’s at the minute, you’re able to start selecting everything.
14. That’s a lot of information to throw at you guys. I’ll take questions and that will bring up the res of the important information.
15. **Tori Landry**: So, if a junior/senior group doesn’t get a four person apartment, and then needs to add two people, what’s the time span to add them? Do you have to add them that night?
16. **Joshua Hettrick**: You don’t have to do it that night, you’re more than welcome to take your time and add two more people. I can’t stress enough the importance of contingencies. Juniors and seniors will more than likely be able to get into the six or four person apartments on the first night, but that might fluctuate. Night two, three and four will definitely fluctuate. Night two will be juniors and seniors and sophomore groups being able to go into the process. We’ll send out selection times again the night before the second selection night, and they will still be weighted by class. Juniors and seniors who have not selected in the system yet, will be issued the first times, and then sophomores after that.
17. **Lauren Grams**: If I’m a first year right now, does that mean I go into this as a sophomore?
18. **Joshua Hettrick**: No, you’ll go in as a first year.
19. **Jennifer McDiarmid**: Will the system be able to handle all the people going on at this time?
20. **Joshua Hettrick**: The server is not hosted by MyWestfield; it is actually an offsite server, so that we can avoid dependency on the University network. We don’t anticipate a backlog.
21. **Dana Kilby**: If I’m a registered sophomore but I’m rooming with a first year, do I have to wait for the first year date to pick?
22. **Joshua Hettrick**: Yes, whick will be night three, but you’ll still have and earlier selection time before the first year class can start.
23. **Courtney Keddy**: Just to clarify. If I have four people on the junior/senior night and there’s no four people apartment left, do you have to wait til the next selection night?
24. **Joshua Hettrick**: All students will be issued a new sign in time after their first night, and the system is closed at 10:59 pm.
25. **Andrew Morin**: Let’s say for example, you have six people confirmed online but then there are no apartments left? How does the system recognize one person of the six you want to room with if you have to choose a double?
26. **Joshua Hettrick**: You would have to reconnect your roommates. You’d abandon your roommate group and everyone else would need to do the same. You would pick the one person you want to live with, and you’d be good to go after they confirm it. We spread out the course of the selection nights so that we can notify students what is full and how many of that style housing is available still, so that they can plan accordingly and find more people or reconfigure.
27. **Tom Durkee**: So, will the email updates only go to the students who have paid their room reservation deposits? Just curious as a senior who won’t be participating?
28. **Joshua Hettrick**: We’ve been notifying current seniors just because every year we have about 100 students who return to housing as fifth year seniors, and we also have opened housing up to students who are returning for their graduate years.
29. **Rebecca DiVico**: If you choose a room, will you be able to change your mind and choose a different one after?
30. **Joshua Hettrick**: Once you select a room that is it. Once you click confirm, it’s done.
31. **Sarah Hegarty**: For grad students, is that only for seniors who are immediately returning, or does it apply to students who are immediately returning, or does it apply to students who are coming back for grad school ten years later and want to live on campus?
32. **Joshua Hettrick**: In that scenario, they’d more likely be coming in over the summer as new students so; they wouldn’t be involved in the process anyways. That applies to transfer students as well, because we can’t give you a spot for a friend that might be transferring, when they don’t currently go here and aren’t guaranteed to decide to come here.
33. **Ryan Losco**: So, when picking an apartment or suite, will you be able to see what the room set up is inside, as far as singles and doubles?
34. **Joshua Hettrick**: In the system, you’ll be able to see the room set up, so if you’re looking at E306, you’ll see each room E306A, E306B and so on, and you can see if it’s all in the same suite as well. There will be an occupancy number next to those room numbers, because the person going into the system has to assign the students to the right rooms as well. It’s similar to planning it out on the roster, for back double vs. front double, and you will be able to see the floor plans ahead of time and have an idea for availability.
35. **Richard Darrach**: How will it work if someone wants to do a voluntary triple? Is that still going to be an option?
36. **Joshua Hettrick**: We’re planning to restrict which rooms can actually do that. We’ll assign specific rooms in Courtney, New Hall and Landsdowne that have approval for overcapacity.
37. **Rebecca DiVico**: What if students are having problems, wince this will be happening after ResLife business hours?
38. **Joshua Hettrick**: We’ll be having staff in each building, in the lobby areas to be able to go and talk to staff if you’re having trouble or if you just want to be around ResLife people while you’re doing it, so that you can make sure you’re doing it as quickly as possible with someone there for help is needed. We recognize that not everyone will have their own computer, so Bates 003 and Bates 004 will be open to students and have staff there to help as well.
39. **Richard Darrach**: How amny students are you anticipating being given a certain time stot, such as 5:01?
40. **Joshua Hettrick**: Two students per every minute time slot.
41. **Al Fava**: What if the Wi-Fi fails during this?
42. **Joshua Hettrick**: We encourage people to hardline into the Internet rather than rely on the Wi-Fi for this. Most students will probably still use the Wi-Fi and nine times out of 10, you probably won’t run into a problem. There is also a mobile app for this program as well, that can be used as an option for sign-ups on cell phones, tablets and so on.
43. **Joshua Clark**: I just wanted to clarify on your response before; someone could potentially swipe the room you’re looking at as you’re trying to go through the process of selecting it? It doesn’t lock out while you’re trying to do it?
44. **Joshua Hettrick**: Yes, that’s why I encourage back-ups. You can log on before your selection time and see what’s being taken, so that you have an idea of what you’re going for, as your selection time beings. Selecting student names for each room is not what is going to take a long time; it’s going to be students going “well, this doesn’t face the green the way I wanted to, so maybe what if we do this room?” If you were looking at it in the first place, it may already have been taken. You can’t take a while to decide like you could before.
45. **Kevin Soucie**: How long do you think it will take to select the room? Do you have to type out each person’s name completely?
46. **Joshua Hettrick**: You’ll actually be filling in the rooms with a drop down box of the confirmed roommate connections you have set up. So, if you know what you want already, and have your roster set up for who goes in double, singles, back or front, you will increase your speed. But they’re saying less than five minutes.
47. **Meagan Doerle**: While you’re assigning rooms can someone take the apartment?
48. **Joshua Hettrick**: While you’re assigning rooms, someone else could be doing the exact same thing. Until you hit confirm and get it confirmed by the system, you could get to the end and find out that it got taken. But this will be more common for first years because there will be less to choose from, rather than seniors looking at apartments.
49. It was moved and seconded to close the speakers list.
50. **Susan LaMontagne**: Can a roommate back out on the arrangement and will the other roommate be notified?
51. **Joshua Hettrick**: Yes to both. It happens every year, and this roster will be similar to years past but whit the ease and speed of doing it over the internet.
52. One last thing, I wanted to point out on page 2 of the Gazette, under “New for 2014-2015”, we always encourage students to pay their deposit by the deadline and, in the past two years, we’ve seen an increasing number of students, specifically first year students, who wait until long after the deadline to turn in their deposit. Last year, the deadline was March 1st, but by the time March was over, we had taken in over 100 additional deposits. This is not an option with the large first year class size, this year. And expectedly next year as well. We will not be able to take late deposits, so we’re letting everyone know that late deposits will therefore not guarantee their ability to participate. They’ll be put on a waitlist and have to wait until Admissions gives us an estimate of the incoming first years. If they’re accepted late to the process, they will automatically be moved to the end of their class year for selection times. It would not be fair to the people who paid on time to have that person jump ahead of them randomly because our process is randomly generated. In addition, students who are grouped with that student will also be moved to the end of that. If you’re in a group of seniors, and one person waited till the end to submit their deposit, the whole group will be moved to the end of the junior and senior year selection times. This is a very good reason why everyone should be making sure their friends are doing everything they can to get the deposit in, get the agreement taken care of, and get your group confirmed.
53. Thank you Joshua Hettrick.
54. I accept the resignation of Olivia Dumas as Representative to Senate for the Class of 2015.
55. I move to appoint Olivia Dumas as SGA Representative at Large for the remainder of the 2013-2014 academic year. Motion was seconded and carried.
56. I wanted to give all of you a quick update on the Constitutional review process. We are in the middle of the constitution and reviewing everything to make different changes. We will be meeting next week, if you have any questions please let myself or anyone else on the committee know.
57. For those of you who don’t remember Brandon Prouty, the previous Apartment Complex President who was sent to the Air Force training, we are sending his sweatshirt, so I wanted to open it up to anyone who was close and would like to send a letter or anything in the box. If you could get the card or email me a passage by tomorrow afternoon that would be great.
58. I would like to congratulate Lauren Grams for being the Life Saver of the week.
59. Items not listed on Agenda.
60. BOARD OF TRUSTEES’ REPORT**:** *Stone Koury*
61. All University Committee**: No Report**
62. Neighborhood Advisory Board**: No Report**
63. VICE PRESIDENT’S REPORT-STUDENT LIFE**:** *Rebecca DiVico*
64. Just a reminder to pay your housing deposit to Residential Life by February 28th by 5:00 pm**.**
65. Also, I hope your questions were answered about housing, but if not, please let me know and I’ll get them answered**.**
66. Student Affairs Committee**: No Report**
67. Multicultural Committee**: No Report**
68. Food Services Committee**: Tom Durkee**
69. Would anyone like to give feedback on the Nathan’s Hot Dog cart that happened at lunch in the DC two weeks age? Do we want to see more of these events?
70. On Thursday, February 13th, will be the Steakhouse Dinner in the DC at 8:00 pm. You may sign up beforehand or at the check in for the event. If you bring three people, the cost will decrease to $8.00 per person. You may also use Owl bucks or Sodexo bucks for this event.
71. On February 19 it is the Soul Food dinner in the DC in honor of Black History Month.
72. On February 20th the next Student vs. Food will be in the DC at 5:30 pm. The food will be pancakes.
73. We have finalized the date for our Question and Answer forum for the DC and will be calling it “The Dish on the DC”. We are holding it on Tuesday, February 25th from 7:00 pm until 8:30 pm. Our tentative location is the Owls Nest. Residential Dining Manager, Maria Lees and Executive Chef Richard Giroux will be in attendance, as well as a majority of food service committee members. We will be answering questions and attempting to disprove some common myths that students have. There will also be some light refreshments. Advertising will be going out early next week, so look out for that.
74. On February 26th the next pop up restaurant will be during lunch, it will be a Vietnamese Pho noodle station and will require you to pay an additional $2.00 on top of your swipe to participate. It will feature over eight different options for add-ins to your soup.
75. Simple Servings has really taken off since its introduction to campus at the beginning of the year. We are now serving over 300 portions at certain meal periods. If you have not tried a selection from this area yet this year, please try it soon.
76. The DC is also considering the addition of ginger ale in beverage station in lieu of one of the lesser popular beverages.
77. Finally, we are restructuring our meetings to be a bit more organized and will now be discussing specific areas such as food, staff relations, equipment and retail operations amongst others.
78. **Steve Mailloux**: Do you know if there are any changes in the volume of food available at the deli? I’ve noticed that they are out of things people request more consistently.
79. **Tom Durkee**: Sodexo is participating in something called the Leaf Program, where they weigh trash and they have been cutting back on food production when they see certain things not going as fast. They definitely are not going to put out as much of certain things because if it isn’t used but has been taken out and is being served, they have to dispose of it, so you can often just ask for those things from the back.
80. **Luis Arzola**: What was with the Tuna yesterday? It was really salty.
81. **Tom Durkee**: I’m not sure, but I can bring it up, because tuna has been discussed lately.
82. **Ryan Losco**: I was wondering if we can get the omelets back for breakfast on Sundays.
83. **Tom Dukee**: I know there have been some staffing concerns, but I’ll bring that up as well.
84. Our next scheduled meeting will be held on Tuesday, February 18th at 4:00 pm in the Tekoa Room.
85. Health Committee: **No Report**
86. Parking Control Board: **No Report**
87. Student Athletic Advisory Board: **No Report**
88. Substance Advisory Committee: **No Report**
89. Community Relations/Fundraising Report**: Kevin Soucie**
90. Hello, tomorrow, February 12th will be the Blood Driveand we have many donors and many volunteers. I know that everyone will be doing their best to help out the Blood Drive coordinator Caitlyn Foley.
91. Tori Landry will have control over the goings on there. Please give Caitlin and Tori the same, if not more respect, than you would give me.
92. VICE PRESIDENT’S REPORT-ACADEMIC LIFE: *Andrew McCormack*
93. Academic Policies Committee: **No Report**
94. Curriculum Committee: **No Report**
95. Enrollment Management Committee: **No Report**
96. Campus Technology Committee**: No Report**
97. International Programs Committee: **No Report**
98. Library Advisory Committee**: No Report**
99. Writing Liaison**: No Report**
100. VICE PRESIDENT’S REPORT-PROGRAMMING: *Steve Kligerman*
101. Programming update**: Steve Kligerman**
102. The Anti-Valentines was last Friday, February 7th and was very successful. We had a combined 250 students attend the two events.
103. Myself and seven Campus Activities Board members will be heading to Boston on Saturday for NACA Nationals. We will be attending showcases and workshops in order to improve our group.
104. Trivia will be next Wednesday, February 19th at 8:00 pm in the Owls Nest. $60.00 in Owl Bucks will be given to the winning team. There will also be pizza.
105. There is a free skate at Amelia Park on Thursday, February 27th. We will have a bus leaving in front of Scanlon at 6:45 pm to bring students with no cars. The event will be free unless you need to rent skates.
106. Our next meeting is scheduled for February 12th at 5:00 pm in the Owls Nest.
107. VICE PRESIDENT’S REPORT-FINANCE: *Joshua Frank*
108. Finance Report: **Joshua Frank**
109. Foundation Report**: No Report**
110. SERETARY’S REPORT: *Alexis Wagner*/*Sarah Hegarty*
111. Executive Secretary Report: **No Report**
112. Legislative Secretary Report: Sarah Hegarty
113. I have the updated attendance from last semester and January, so if you would like to know please see me.
114. Can I have the committee and contact sheet at the end of the meeting?
115. Just a reminder that four units are due for February.
116. I am so excited to form the Blue Key Committee. I talked in detail last week but a quick reminder the Blue Key Award is the highest honor given out by SGA and is awarded to our peers who has been exceptional during this academic year.
117. I need two members of each class for the committee and we will begin with the Senior Class.
118. The Senior Class will be represented by: Taylor Fote and Andrew McCormack
119. The Junior Class will be represented by: Rebecca DiVico and Ally Davis.
120. The Sophomore Class will be represented by: Justin Connolly and Ryan Losco.
121. The First Year Class will be represented by: Andrew Morin and Alex Doming
122. PARLIAMENTARIAN REPORT: Jennifer McDiarmid
123. Rules and Regulations Committee: **No Report**
124. COMMUTER COUNCIL, CLASS AND HALL REPORTS:
125. Commuter Council: **No Report**
126. Senior Class: **Brittany Moniz**
127. The 100 Day Champagne Toast went very well. We had over 300 seniors attend and we raffled off six caps and gowns, thanks to Student Affairs and the Bookstore. We’d also like to thank our sister class officers for helping us at the event.
128. Tickets for the Senior Trip to Mohegan Sun are on sale at the service window for $20.00. Our trip is on Saturday, February 22nd. Busses leave in front of Scanlon hall at 4:00 pm and will return around midnight.
129. Senior sweatshirts have been ordered, we will send out an email when they arrive and you will be able to pick them up here in SGA.
130. Just a reminder to order your Senior Fest packet.
131. Our next scheduled meeting is on Thursday, February 13th at 4:30 pm in the SGA Conference Room**.**
132. Junior Class: **No Report**
133. Sophomore Class**: Ryan Losco**
134. Signups for the *Buzz Off* are in full swing. If you would like to sign up tonight after the meeting, please see me.
135. Our next scheduled meeting is February 17th at 6:30 pm in conference room 003.
136. Freshman Class: Lauren Grams
137. I move to appoint Hope Nadeau as Historian for the Class of 2017. Motion carries.
138. I move to appoint Michael Mazeika as Class Advisor for the Class of 2017. Motion carries.
139. We are putting our finishing touches on March Madness as our first event with the help of The Campus Activities Board.
140. We will be holding interviews on Thursday, February 13th in hopes to gain three Representatives to Senate.
141. Our next scheduled meeting is February 13th at 4:30 pm in conference room E003.
142. Apartment Complex: Megan Doerle
143. Apartment Complex Hall council has an event tomorrow, February 12th at 8:00 pm in the Dickinson Common Room. It is our Anti-Valentine’s day event. We will have Valentines crafts and pin your ex on a piñata. Also, a candy station to build your own baggies, along with a chocolate dipping station and a raffle at the door.
144. Hall council and the Apartment Complex Resident assistants will also be having a bonding night next week.
145. Our next scheduled meeting is on Thursday, February 19th at 5:00 pm.
146. Courtney Hall**: Albert Fava**
147. I move to appoint Emily McKenelley Representative to Senate for Courtney Hall for the 2013-2014 Academic year. Motion carries**.**
148. Our next scheduled meeting is on February 12th at 8:30 pm in the Courtney Hall council room.
149. Davis Hall: **No Report**
150. Dickinson Hall: **No Report**
151. Lammers Hall: **No Report**
152. Lansdowne Hall: **No Report**
153. New Hall: **No Report**
154. Scanlon Hall: **No Report**
155. University Hall**: Justin Connolly**
156. Cupid is coming to University Hall tomorrow, February 12th.
157. University Hall council will be busting out the Valentine’s Day cart where you will be able to make a goodie bag for a friend, valentine or yourself and we also bought little valentine cards to put in your bag.
158. We will start rooming the halls at 8:00 pm so, come on by and try to find us.
159. UNFIISHED BUSINESS**:**
160. NEW BUSINESS:

1. ANNOUNCEMENTS:
2. **Sarah Hegarty**: Four units are due for February. May I see Amy MacDonald, Ashley Erskine, Cleston Fleming, Luis Arzola, Molly Romano, Pricilla Aguilar, and all members of the Blue Key committee after the meeting?
3. **Olivia Dumas**: AcaOwlettes are selling Singing Valentines in the DC until Thursday. You can send anyone an on-campus serenade Valentine for $1.00.
4. **Jennifer McDiarmid**: Rules and Regulations is meeting after this.
5. **Joshua Clark**: Can I see Brittany Moniz after this meeting?
6. **Stone Koury**: Thursday at 6:00 pm is the Board of Trustees meeting, but keep your eyes on the weather for a potential cancellation.
7. Tom Durkee: 94 Days until Commencement.
8. ROLL CALL:Brittany Walters, Domenico Cerasani, Gina Mannarino and Dana Kilby were absent. Brooke Laroche was excused and Troy Doming sent an alternate.
9. ADJOURNMENT: Meeting adjourned at 6:41 pm.