**Student Government Association Minutes**

February 17, 2015

1. ROLL CALL: Kylie Nelson, John Coulombe, Ariana Roche, Priscilla Aguilar, Lindsey Crain, and Raymond Konde were absent. Samantha Chan, Katherine Bennett, Emily McKenelley, Connor Swan, Alex Doming, Jessica Hanam, and Tyler Hastings were excused. Justin Connolly and Scott Seskevich sent an alternate.
2. APPROVAL OF MINUTES FROM February 10, 2015: Minutes were approved.
3. PRESIDENT’S REPORT: *Rebecca DiVico*
4. Hello everyone. We have a change to our agenda. Our speaker is Matt Dellea, Student Activity Manager.
5. **Matt Dellea**: Hello, Everyone. Thank you Rebecca for letting me speak tonight. I’m the Student Activities Manager here on campus and I am also in charge of coordinating the leadership voyage program. This is the first year that the leadership voyage program has expanded to an on-campus program as well as a weekend retreat. We are very excited to be rolling out our workshops that we offer throughout the year. The mission of the program is to prepare students for leadership roles and responsibilities in civic engagement, to the campus, local, and global community.
6. I want to thank anyone for attending these programs that has thus far. It really helps our program grow and it’s important for student leaders like yourselves to be taking advantage of these programs to better your organizations and to learn some leadership skills to help better the community here at Westfield State.
7. There are over thirty workshops being offered this semester. I think we are at 34 at this point. Last semester we offered exactly 30. Each semester, we roll out new programs as the semester grows. All of the workshops focus on different things. There are three different levels to the program: bronze, silver, and gold. Bronze is basic leadership skills such as time management, stress management, money management, financing graduate school, and other concepts of what leadership really is. Silver focuses on practicing leadership. These workshops are basically about team building, motivation, how to process change, and so forth. We have workshops based on the book “Seven Habits of Highly Effective People” which are actually run by Chiatali Brahmbatt, one of your SGA advisers. Then the gold level actually has not been introduced yet but it will be introduced next year. That level is about building your leadership model. So, those workshops are about how you are going to be a leader when you leave Westfield State University.
8. As I said, we are currently offering the bronze and silver levels. The plan is to roll out gold in the future. Originally, when the program was created, the rule was that you had to complete bronze level workshops in order to move on. As of right now, that is not the case. We are letting students take whatever workshops they want to and then be grandfathered in once the system changes over. We want to make sure that we get a good base of students taking part in the program and spreading the word before we start putting restrictions on which workshops people can attend. It also helps us improve the program. I don’t want to offer program that you guys don’t like. So after each workshop, you do fill out an evaluation that helps me improve on the workshops that we will offer in the future.
9. We are also looking at offering certificates that are branches off of the different levels. We have three so far. The emerald certificate focuses on personal finances. The diamond certificate focuses on diversity and inclusion. The sapphire certificate focuses on service leadership. So we have a lot planned and a lot is going to be rolling out.
10. **Aaron Sylvia**: Is this a nationally recognized program or something that Westfield State University offers solely?
11. **Matt Dellea**: It’s not solely offered here. There are different programs at different colleges and universities. Our program is based off of a program called the Gold Leadership program at Sunny Geneseo. We altered it a bit to fit the needs that we saw here at Westfield State. The certificates to build off of one another. You do actually receive a certificate at the end of the academic year if you complete the right number of workshops which would be eight for each certificate. There are four required workshops for each level and then you take four elective workshops.
12. **Josh Frank**: How many people have participated in the programs this year so far?
13. **Matt Dellea**: In the fall semester, we had 101 students take part in the program out of 120 people who registered. So far this year, I would say between 20 and 30 workshops have been offered and we are currently at 142 registrations.
14. **Evelyn Dina**: Request of Information. Every workshop counts as a unit.
15. **Courtney Keddy**: Do you have specialized workshops for specific groups on campus or is it open to anyone at any time?
16. **Matt Dellea**: There are some RA specific programs within the workshop. RA’s have been using these as part of their in-service requirements. All the other workshops are open to anyone. Res Life does usually allow RA in-services to be open to anyone interested. We are not going to turn students away. There are a broad range of purposes so everyone should be able to find something that applies to them.
17. **Courtney Keddy**: Readdress. Have you thought about making specific ones for Communication majors or for SGA or something like that?
18. **Matt Dellea**: We haven’t thought about it that specifically. With the certificate levels, we are trying to focus on skills that certain people may have and not necessarily focus on what people do. For example, the emerald certificate as I mentioned focuses solely on finances or the sapphire which focuses solely on service leadership.
19. **Evelyn Dina**: Do we have to register online for these or is it more of a walk-in deal?
20. **Matt Dellea**: There is an online registration and there are QR codes that you can scan to register. There is also a weekly e-mail that goes out from Kim Morgan with the workshops for that week and a link to the registration page. Walk-ins are always welcome but we do prefer registrations, just so that we know how many copies to make of hand outs and things like that. But we will not send anyone away.
21. **Richard Darrach**: I found the finance workshop fantastic. It wasn’t just talking about things to do but it was using practical examples with things that I could do every day. I encourage everyone to look into it.
22. **Matt Dellea**: Thank you for that feedback.
23. **Morgan Suddeth**: I’ve never been to one of these. How long do they typically last?
24. **Matt Dellea**: All of the workshops are scheduled to be no more than one hour. I coordinate with a lot of other people from across the campus and I always stress that I don’t want them to be more than an hour. The model of the program is building leaders one hour at a time. The workshops are supposed to be interactive. There is supposed to be some sort of lecture with activities mixed in. So far, the feedback has been pretty positive in terms of being interactive.
25. **Morgan Suddeth**: Readdress. Are these taught by faculty members or outside leaders?
26. **Matt Dellea**: We have a good mixture of faculty teachers, staff teachers, and we are working towards getting more off-campus leaders to come in and present.
27. I move to appoint Lezlie Campbell as an SGA Representative at Large for the remainder of the 2014-2015 academic year. Motion carries.
28. I want to plug the Musical Theatre Guild show this week. MTG will be performing Into the Woods at Juniper Park School on Thursday, February 19, Friday, February 20 and Saturday, February 21 at 7:30 pm and Saturday at 2:00. Tickets are $2.00, they are unit opportunities. You should also go to support our own Andrew Morin who will be in the show.
29. I’d also like to promote the Leadership Compass Program “7 Habits of Highly effective People’ That will be hosted by Chaitali Brahmbatt on February 18, at 10:30 am.
30. Items not listed on the agenda.

1. BOARD OF TRUSTEES’ REPORT**:** *Joshua Frank*
2. The Board of Trustees met last Thursday, February 5.
3. Hope you have a great weekend. Thanks to everyone who came out to the search committee open forums. We had a pretty decent turn out over the day, so it was great to see you there. If you have any more questions please email Eve Dina or myself at any time. Now, the next step in the Presidential search is for the search firm to develop the position description that will be used for applicants.
4. Also, just a reminder State House Day is April 1, and the date of the next Board of Trustees meeting has been changed. We are currently voting between April 6 and April 13.
5. All University Committee**: No Report**
6. Neighborhood Advisory Board**: No Report**
7. VICE PRESIDENT’S REPORT-STUDENT LIFE**:** *Joshua Clark*
8. Hello, I hope you all had a good Long weekend.
9. I completed the snow removal survey, which you hopefully picked up on your way in. There are eight questions, so it’s very quick, with the chance to win $25.00 in Owl Bucks.
10. I move to send the snow removal survey to the student body on behalf of the Student Government Association. Motion carries.
11. **Morgan Suddeth**: Is this a paper survey?
12. **Joshua Clark**: No, I used google forms just to print this out but it will be sent out via Survey Monkey.
13. **Michael Janchuck**: Do you have to put your name and e-mail to get entered in for Owl Bucks?
14. **Joshua Clark**: Well, how else would we know who you are? If you wanted to put your name in the hat for the Owl Bucks, then you would have to put your name in but if not, then you don’t have to.
15. **Sara Palis**: Is this just going out to students or is it going to faculty as well?
16. **Joshua Clark**: Well, I was really inspired last week when someone said that we don’t represent faculty when we are in this room so, I decided to make this a student-only survey because faculty and staff can voice their concerns any other which way. This survey will be just for students.
17. **Victoria Landry**: Just a suggestion. I would give some options and choices rather than leaving every questions open-ended. That way, you don’t have to read through so many responses, especially the complaints.
18. **Joshua Clark**: I initially took this survey from Bridgewater State and their survey was open-ended but it would make more sense to have some options. I would like to get this out ASAP though. So, I will make those edits and then assuming you all pass my motion, I will send it out.
19. **Ashley Deleon**: Do you have to have a parking pass to fill it out?
20. **Joshua Clark**: The majority of questions ask about driving and parking lots, specifically South Lot. There is a question about sidewalks so you don’t have to, necessarily. So, I guess not.
21. **Victoria Landry**: Just a comment about sidewalks. I noticed a student in a wheelchair today get stuck in the snow on the sidewalk. Thankfully, another student was there to help her but I think it should be edited to include students as well.
22. **Joshua Clark**: I saw the same thing. It is very disappointed.
23. Hopefully you realized the Returning Student housing Sign-up Gazette and the Living Learning Communities Brochure in your room/apartment last week. The information in the LLC brochure explains each particular LLC a little more for those who needed further clarification. The Gazette is the same publication as last year for all intents and purposes. Please make sure you read through both items so that you know all of the details about the housing sign-up process.
24. Also, you should have received three emails today from Josh Hettrick. The first email is information about the Room Reservation Deposit, which is due March 1. The second email talks about the process for selecting your roommate for the upcoming year. The third is about a drawing for free housing for the Fall 2015 semester. This drawing is an incentive to get you to pay your RRD before March 1, but really, why wouldn’t you? Turning in your deposit today will get you entered into the drawing 13 times, so it’s worth it. It’s really important to send your deposit in before March 1 because there is the chance that you could be excluded from the sign-ups process if you send it in after the date it’s due. Don’t risk not having hosing for the fall; get your deposit in as soon as possible.
25. **Matt Carlin**: Concerning the housing deposit, I felt as though the reminder was a bit late. I saw RA’s distributing the checklist and heard students concerned with how soon the deadline was. Because it is all online, do you think there is any way to ask Jon Conlogue for just an extension of at least one more week?
26. **Joshua Clark**: A lot of people have expressed that concern to me. When I talked to Jon a couple of weeks ago about the software not working, I was kind of hopeful that they would extend it. I am meeting with him on Thursday.
27. **Ashley Deleon**: In Josh Hettrick’s e-mail, it mentioned the entries and it said something about getting so many entries into the drawing if you submitted your deposit by February 8th but that was difficult considering that we did not have the information at that time. It’s kind of unfair to have that said there. It’s kind of a tease. Also, I know some people went on immediately after getting the pamphlets went onto pay and couldn’t do so. I feel that overall, it was very unfair.
28. **Joshua Clark**: I agree. I remember last week trying to do it down here and it wasn’t available. I’ll be sure to bring up this concern.
29. I also printed out a Housing Sign-up checklist, which as you’ll remember from last year were first made by Rebecca DiVico when she was Vice President of Student Life. Reslife will be distributing them as soon as possible, but I will be meeting with Jon Conlogue on Thursday, February 19, so I can get any questions answered.
30. There was a meeting last Wednesday, February 11 of the Interfaith Council. This council will consist of the clergy, Lisa McMahon from University Advancement, Jim Huffmire from the Westfield State Foundation Board of Directors, Kim Morgan, Chaitali Brahmbatt, Ivana McGlinchey, myself and one student from each of the religious clubs and organizations. Matt Carlin will also be sitting on this council due to his role on the Foundation’s Interfaith Subcommittee. This is an exciting step in the process of moving forward with interfaith activities on campus. The Muslim Imam will be starting soon and there is an Interfaith Prayer Breakfast being planned for April 15. If you are a member of a religious club or organization on campus, please see me after the meeting.
31. Student Affairs Committee**: No Report**
32. Multicultural Committee**: No Report**
33. Food Services Committee**: No Report**
34. Health Committee: **No Report**
35. Parking Control Board: **No Report**
36. Student Athletic Advisory Board: **No Report**
37. Substance Advisory Committee: **No Report**
38. Community Relations/Fundraising Report**: No Report**
39. VICE PRESIDENT’S REPORT-ACADEMIC LIFE: *Olivia Dumas*
40. Academic Policies Committee: Jon Cubetus
	1. A proposal was forwarded to the All-University committee at our last meeting from the Office of Academic Affairs. The proposal was immediately referred to the Academic policy committee for suggestions and review. The proposal requests that Thursday, March 5 follow a Monday schedule for both Day and DGCE students. Furthermore, if inclement weather disrupts this March 5 schedule, then March 19 will follow a Monday schedule. The rationale is that several Monday classes have been cancelled already and this time would be used to make up lost time.
	2. I have already received very strong feedback, both for and against in regards to the proposal. Any feedback that anyone may have would be excellent and also forwarded to both committees.
41. **Megan Dorele**: I would be careful to give enough notice to students for work reasons. Some students have other commitments.
42. **Jon Cubetus**: That has been a huge concern, especially for DGCE students who take Mondays off just for class. That is an excellent point.
43. **Ashley Deleon**: I know some professors also can only teach on Monday nights. I understand the need for it but I also think it would conflict with so many schedules.
44. **Jon Cubetus**: Yes, I see that point a lot too. Class schedule changes in the middle of the week conflict with many student and professor major commitments outside of their job in academics.
45. **Matt Carlin**: I sit on AUC and APC as well. I actually talked to the DGCE department, it’s actually pretty dismal as to what we can do seeing as most of the people affected are Monday night students who have other commitments at night so it doesn’t matter really what day we choose, because there will always be issues. Also, you cannot be held academically responsible for any day we change like this because it is not enough notice and you did not sign up to take the class that day. So, you are not academically responsible with attendance or grades for any day that we do change for that day.
46. **Jon Cubetus**: Thank you.
47. **Victoria Landry**: I think that is a valid point but I would just be weary of how to every professor is the same so the enforcement might be different. So, if Sarah can’t go to class that day and there is no consequence but I can’t make the class and it counts as an absence, it would be unfair. It would need to be stream lined through the entire faculty.
48. **Jon Cubetus**: That’s a very good point.
49. **Matt Carlin**: Request of Information. That actually wouldn’t be an enforcement thing. A professor cannot hold you academically responsible for a day changed like that. So, for two different classes, there won’t be any differences. Professors cannot do it.
50. **Victoria Landry**: Just to clarify. I understand that policy-wise, Matt. However, professor-wise, if someone is an adjunct and doesn’t know that policy by heart, we would need to be sure that there is communication with the faculty and staff that all of them know that policy and don’t hold students accountable.
51. **Ryan Losco**: If you tell professors that they have to teach on another day, they might not and just cancel the class. I think that happens a lot when we change the schedule.
52. **Aaron Sylvia**: I have most of my classes on Tuesday and Thursday but I’m also keeping up with Monday, Wednesday, Friday courses because I’ve still been having the classes twice a week. Is it possible to have a Monday replace say a Wednesday or Friday so that we are all still basically free during that time?
53. **Jon Cubetus**: I believe that was addressed but I think there was an issue with that. It doesn’t really make much sense to replace a Monday class with a Wednesday class when they are pretty much the same schedule. Matt Carlin, have you heard anything on that?
54. **Matt Carlin**: We could only change it to a Friday because Friday is the only day that there are no evening courses. Wednesday courses could be different from Monday courses. You also have to take into account hard science courses. A lot of Biology labs are Fridays. So, if we changed that day to a Monday, all of those labs would be cancelled and become weirdly affected.
	1. All University committee will cancel its Wednesday’s meeting and replace it with a Friday meeting at 3:00 pm.
	2. Academic Policy committee will meet on Thursday at 3:45 pm in the Parenzo Board Room to discuss the matter.
	3. The next scheduled meeting is Thursday, February 19
55. Curriculum Committee: **No Report**
56. Enrollment Management Committee: **No Report**
57. Campus Technology Committee**: No Report**
58. International Programs Committee: **No Report**
59. Library Advisory Committee**: No Report**
60. Writing Liaison**: No Report**
61. VICE PRESIDENT’S REPORT-PROGRAMMING: *Daniel Chamberlain*
62. Programming update**:**
63. VICE PRESIDENT’S REPORT-FINANCE: *Matthew Carlin*
64. Finance Report: Matthew Carlin
65. I move to allocate $1,177.50 to the Communication Club for an Educational Trip to New York City to visit the Paley Center for Media, Sony Wonder Technology Lab, 5WPublic Relations Firm and Google. Motion carries.
66. **Jon Cubetus**: Can we have a general idea of what the trip is about?
67. **Christopher Gullen**: The main emphasis of the trip is education and networking. So, we will be visiting lots of areas specific to Communication as well as some general areas of interest, such as a media lab. Individuals will have the chance to engage in discourse about academic technologies about media. It’s a public relations firm and we will be visiting one of the Google companies. That’s the basic trip; we will be visiting these venues.
68. **Brandon Trafford**: Is the Communication club putting any money forward to sponsor the trip themselves?
69. **Christopher Gullen**: Possibly.
70. **Joshua Clark**: Has the Communication club gone a trip like this in the past?
71. **Christopher Gullen**: I think so. Forgive me; this is my first year here. They did go to Boston and New York City last year so I think they visited venues in those areas. The goal is to visit other places.
72. **Victoria Landry**: Request for Information. During my first year, we went to the Boston Globe and we went to a science and technology company where a girl was doing Public Relations and Advertising work. It was just a lot of hearing what they do, getting their card, business and networking, and that kind of stuff. When I went my first year, we talked to all alumni of WSU. Is that the same this year?
73. **Christopher Gullen**: We are trying to coordinate that.
74. **Aaron Syliva**: If you do end up backing up these funds with your club budget, will more of the money come off of this proposal of funds from the SGA budget?
75. **Matt Carlin**: If the Communications department decides to put up money, the proposal will not change. This proposal is going through senate as is. It will be transferred as is.
76. **Josh Frank**: Request for Information. These funds are only covering a part of this trip. There are still funds to be covered. Students may have to put up a small amount themselves.
77. **Matt Carlin**: You may also notice that we are only covering 50% of transportation, as is the rules in SGA bylaws. So there is still at least $737.00 that the Communications club will have to come up with.
78. Foundation Report: **No Report**
79. SERETARY’S REPORT: *Andrew Morin/Evelyn Dina*
80. Executive Secretary Report: **Andrew Morin**
81. Hello everyone. I hope you all had a nice weekend.
82. Advertising for the Cotillion has commenced. Flyers and table tents are up all around campus. The promotional video is up and running on social media, so takes a look at it. It is posted on the event page on Facebook.
83. The committee is now just working on decorations and selling tickets. Tickets went on sale this morning and we sold 31 tickets. A reminder that if senators want tickets for half price, which is $16.50, they must come down to SGA before Friday, February 20 to do so. Otherwise you will have to pay full price. Only eight senators have bought tickets.
84. If the Cotillion committee could meet in the exec office after this meeting for a brief ten minutes, it would be greatly appreciated.
85. **Ashely Deleon**: I saw on the table tents about transportation being provided. That was the first I have heard about that. Can you elaborate?
86. **Andrew Morin**: Yes. So, there are buses that will be leaving Scanlon around 6:45 pm. They are highly recommended just because of the nature of the event. If you are 21+ you may be drinking at the event, and we want everyone to be safe.
87. **Evelyn Dina:** Request of Information. The buses come free with your ticket so it’s basically free transportation so please take advantage of it!
88. **Ashley Deleon:** Just to clarify, it is on the way back too, right?
89. **Taylor Wertz:** Is there going to be any transportation back to Landsdowne?
90. **Barbara Hand:** I think you will have to come back to campus and perhaps we can have a shuttle running back to Lansdowne from campus.
91. Finally, we have a senator of the week, congratulations to John Coloumbe for his work on Class Council.
92. Legislative Secretary Report: **Evelyn Dina**
93. Blue Key nominations are now being accepted until March 6. An email went out to Faculty, Staff and students today. Hard copies are available by the mailboxes.
94. Could I also see the Blue Key committee to help me put up a couple of promo posters.

1. PARLIAMENTARIAN REPORT: *Sara Palis*

Rules and Regulations Committee: Sara Palis

1. Last week, the rules and Regulations Committee voted to approve the “Westfield State Revolution Against Campus Sexual Assault” constitution pending changes. If anyone wants more information about this club, come find me after the meeting and I will be happy to answer questions you may have.
2. The next scheduled meeting is February 17, after the SGA meeting in the SGA Conference Room E020.

1. COMMUTER COUNCIL, CLASS AND HALL REPORTS:
2. Commuter Council: **No Report**
3. Senior Class: **No Report**
4. Junior Class: **Ryan Losco**
5. Our Buzz Off interest meeting is tomorrow, February 11 at 7:00 pm in the University Hall meeting room. We hope to see you there. The 2016 council is challenging the SGA to have five people participate. We will also be in the DC so you can sign up or donate there.
6. Can I see all the Hall council presidents or a Representative after the meeting?
7. Our next scheduled meeting is February 24 at 4:00 pm in conference room E003.
8. Sophomore Class**: No Report**
9. First Year Class: **No Report**
10. Apartment Complex: **No Report**
11. Courtney Hall: **No Report**
12. Davis Hall: **No Report**
13. Dickinson Hall**: No Report**
14. Lammers Hall: **No Report**
15. Lansdowne Hall: **No Report**
16. New Hall**: No Report**
17. Scanlon Hall: **No Report**
18. University Hall**: No Report**
19. UNFIISHED BUSINESS**:**

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1. NEW BUSINESS:
2. ANNOUNCEMENTS:
3. **Richard Darrach:** Can I also see a representative from each council after the meeting?
4. **Danny Chamberlalin**: Trivia is tomorrow, February 18 at 8:30 pm in the Owls Nest.
5. **Evelyn Dina**: Can I see the Blue Key Committee after the meeting?
6. **Joshua Clark**: If you are a member of a religious club, see me after this.
7. **Courtney Keddy**: Happy birthday to Michael Janchuck.
8. **Courtney Keddy:** 89 days until commencement.
9. ROLL CALL: Kylie Nelson, John Coulombe, Ariana Roche, Lindsey Crain, and Raymond Konde were absent. Samantha Chan, Katherine Bennett, Emily McKenelley, Connor Swan, Alex Doming, and Tyler Hastings were excused. Justin Connolly and Scott Seskevich sent an alternate.
10. ADJOURNMENT: Meeting adjourned at 6:15 pm.