**STUDENT GOVERNMENT ASSOCIATION MINUTES**

**January 28, 2020**

1. ROLL CALL: Lindsey Dalrymple, Audrey Terriault, Steven Lyttle, Valerie Echenroth, Jason Phillips, Mitchell McKittrick, Joseph DeMeo, Bradley Harvey, Marilyn Maison, Derrick Harnish, Victoria Ricciardi and Liza Cannemela were absent.
2. APPROVAL OF MINUTES FROM January 21, 2019: Minutes were approved.
3. PRESIDENT'S REPORT: ***Kaytlyn Mekal***
4. I hope you’re having a great start to your semester. I sent you all an email this morning, but unfortunately Lt. St. George had to cancel his presentation for tonight. I am going to reach out to him and try to reschedule, and I will keep you all in the loop on that. Tonight, we have Vice President of Administration and Finance Steve Taksar, Interim Director of Dining Services Sara Chisholm, Chef Mary Reilly and Director of Housing Josh Hettrick down to discuss fees with us. Please welcome Vice President Taksar.
5. Steve Taksar: Vice President Taksar gave a presentation on Fees for the upcoming year. His presentation is attached.
6. **Thalita Neves**: Hi Steve, so my question is actually for you. So, when you did those meetings for coming up with ideas to make money and to save money have any of those ideas been implemented and if so, which ones?
7. **Steve Taksar**: We are still working on implementing some of them, they range from a whole host of perspectives. So, some of them frankly don’t make sense, some of them are very good, some of them take a lot of time to implement. So, we are working on the list right now. I think Kelson Burke is on the Budget Planning Advisory Committee, we are going to bring that back to the Budget Planning Advisory Committee and ask that group to participate and sort through the list in a constructive fashion so that we can take some of the best ideas and actually implement them moving forward. So, I would say we haven’t implemented very many, but we are still calling the list. I want to say there probably 150 ideas six or seven pages.
8. **Joey Joyal**: Question for Josh Hettrick, do ISO’s fall under the Residential Life budget?
9. **Josh Hettrick**: Four of them do and a dispatcher currently.
10. **Thalita Neves**: My question is for Steve again. I was just wondering how you leverage the gap between faculty leaving as part of the incentive program and like the quality of service that we have.
11. **Steve Taksar**: It's tricky, you may remember that the faculty opted not to participate in the voluntary separation plan so their union representation in the states indicated they did not want the faculty of Westfield State to participate. So, there are no faculty participating in the early separation plan. For the staff that did I'm just going to quote the numbers that I remember off the top of my head. I’m going to give you my ballpark estimate but I believe there were thirty three people who signed up for the early separation plan and about a third or so we're going to replace with the exact same kind of person so it's not like we're not replacing any of them, we’re doing a lot of restructuring, shifting responsibilities, we’re eliminating things that we think are redundant or they don’t have to be done anymore or to try to do them in a more cost efficient way. So, it's a combination of all those things but I think about 1/3 to half we're just going to replace straight out because those are critical positions we have to replace. There are some about another third that we're not replacing about the 33 say roughly maybe nine or ten and then the other nine or tem of the other third we're going to be restructuring in different ways so it's across the board. We're meeting with all the Vice Presidents and they are meeting with their units to work through the details of how that's going to happen. We’ve already assumed some savings into the budget already for next year based on earlier assessments and we’re also meeting with the appropriate union representatives in AFSCME and APA to talk about any of the positions that are changing so that they have an opportunity to convince me back.
12. **Chloe Sanfacon**: This question is for Steve, you mentioned that the tuition fee increase happening for this next budget is the second lowest since fiscal year 15. Will that mean that in future years it will be a much higher increase like you mentioned Worcester State has to deal with or is that a safe increase.
13. **Steve Taksar**: You know it's hard to answer that question specifically because we don't know what's in front of us. I think there's a general recognition that we have to figure out other ways to balance our budget than using the increases. At some point it just becomes unattainable we can't keep doing it in my opinion we're going to try to stick as close or less to inflation as we possibly can. You know inflation historically runs between two and two and a ha1f percent. So, what that means is if you bought a car last year and you're going to buy a car this year the same car will roughly cost you two or two and a half percent more for newer with no changes. So just to keep pace with inflation we know we have to somehow come up with another two or two and a half percent of funding to stay current. So, I can't predict what the future will hold but I can tell you that we're very concerned about the cost of attendance we're very concerned about the previous increases on cost and the University is continuing to dedicate more money into financial aid to help offset some of those increases. So, we're doing a lot of things to try to mitigate those effects but our hope is that we would keep that cost less than three percent and around inflation or less, as long as we can. A lot depends on whether we could find other revenue sources whether we can think of ways to be more efficient and continued to lower the cost of what we're doing but still provide a quality education.
14. **Cameron Kelleher**: So, how many people have you really got like kind of barking at you about the fee increases in the past. I know this is my second year but, I didn't even know about fee increases really. I kind of just paid what I have to pay then I enjoy going to school so how many people are really knocking on the door about the fees.
15. **Steve Taksar**: I don't think anybody's been barking at us I've not heard a lot of feedback to be honest prior to making decisions about things so this year I think maybe last year and this year, the first years I've come to SGA before decisions are made and that's intentional so that we could bring feedback back to the board when the board votes on this next week they'll be voting on our recommendation. So, we have not heard a lot of feedback either way I mean occasionally I hear the comment that you know why we are increasingly fees the way that we are so I think it's there's not a lot of feedback.
16. **Cameron Kelleher**: So just kind of going off of that my point was I think that some people may just push it off and then the tendency is to take your loans and forget about them until four years later. It’s good that the university is looking out for what we have to pay back but, sometimes I think that scratching away at the surface quality of the University might actually have a counter effect on what you're trying to fight.
17. **Steve Taksar**: You know it's a delicate balance and that's why we're going through sort of belt tightening times it's not a one size fits all approach the easy solution is just tell all the departments to cut your budget by five percent and we are done but, that's not really a great way to manage your cost structure. I think it is going to be more strategic it's got to be focused it's got to be carefully and methodically done to ensure that the quality of what we provide is satisfying. If we can’t provide a quality education in my opinion than we shot ourselves in the foot because that's what it's all about right? We need to provide a good quality cost effective value added education and our hope is that we can continue to do that in a way that maybe our back office operations can be reduced in cost but not the instruction piece.
18. **Elizabeth Ferrara**: Hi Sara and Chef Mary, I know in food committee we talked a lot about removal of small wear from the DC and I was just wondering if you could tell the senators some of those numbers if you have them.
19. **Sara Chisholm**: I actually just had to buy some at the beginning of the fall semester we have to purchase about 500 tumblers and we have 150 left in the sink to start this semester so we just had to order another 500 that equates to getting each cup, I think each case is like $12.00 a case, so I mean it's a big number to just walk out the door. I think people sometimes put ice cream in them and then that means the spoons are walking out at the exact same time that the cup is taken out so we're constantly having to replenish an inventory we have so that we have enough glasses so that when you come in you can get a soda.
20. **Mary Reilly**: The cereal bowls are $2.25 apiece and so we'll start the year with several hundred probably close to 500.
21. **Sara Chisholm**: Then we will have to buy more so we have tried to partner with return dish return we put them in the dining halls there like black bus tubs with signage. We get very little back we partnered with facilities so that the maintainers are not throwing them out if they see them, they're putting them in the buckets and then we'll just go back and get them we don't get many back unfortunately.
22. **Mary Reilly**: We have an opposite of a zero-tolerance policy on returns so bring them back. We're not going to be upset if someone shows up and says Hey I'm so sorry. I thank we will appreciate it so yeah thanks for bringing that up because that's part of that $0.10 on every dollar and if we don't have to replace things like that all the time it actually gives us the opportunity to buy better equipment or create a new station that's more exciting or a personal service but if all our money goes to small wears to replace things that have walked out of the building it works against that.
23. **Gift Madu**: Talking about retention, do you think that the increment will affect that because then students might consider maybe not coming back because we feel like here in the range of stuff because you know there are factors to coming back, do you think that could be one?
24. **Steve Taksar**: I honestly don't think so and you know why because all the other State Universities are very close to our tuition and fees so whether you go to Framingham or Worcester or Westfield state, we're all charging around the same amount of money. So, the real question is will students not go to college at all or go to a Community College because it's less expensive. So, I honestly don't think it will hurt the type of student that might come to a four-year institution or a public four year institution I think perhaps it could have a negative impact on those students that are on the fence, relative to a Community College or not going to school at all. So, you know and again we're trying to keep those increases as low as possible so I know you know $500 or $600 sounds like a lot but it's about two and a half percent or two point seven percent so do I think it will have an impact I honestly don't know but my guess would be probably not.
25. **Katie Pinney**: Hi, this is for dining services, would providing to go containers prevent or at least significantly decrease the amount of students that take bowls and silverware out?
26. **Sara Chisholm**: I want to say yes but, we're going to ask that you eat in the dining commons and there are so many other locations that you can get takeout from. Do I feel like it would prevent people, I think they would still do it? What they're taking is relative to what they would actually take it they have it in a to go box if they had a to go box they wouldn’t be taking food they would be putting ice cream in there, so I don't think so.
27. Thank you Vice President Taksar, Josh Hettrick, Sara Chisholm and chef Mary Reilly,
28. I accept the resignation of Sam Drake as New Hall representative to SGA.
29. Each time the MSCA faculty union contract is ratified, there is language included that requires from student leadership, in writing, their request for continued involvement in University Governance Committees. All University Governance Committee membership is made up of faculty, administration and students. When SGA appoints student representation on these committees, there are a predetermined number of voting members from the student body. For example, the All University Committee has three student members and the Student Affairs Committee has nine. The approved minutes will then be forwarded to the faculty union for their records.
30. I will need to make a motion to do this with majority approval.
31. I move that the students from Westfield State University keep their appointed positions for participation on all university governance committees. Motion carries
32. As I’m sure you’ve all seen, it is time for the Orientation Staff to start hiring new Orientation Leaders. As an OL, you will be able to work with a lot of awesome people, not just orientation students, but great people that work for Westfield State. It’s a fun and interesting way for you to build up your leadership skills, and introduce new students to the aspects of Westfield State that we all know and love. If you’re at all interested, the applications can be found at www.westfield.ma.edu/NSO and if you have any questions, feel free to reach out to Matt Dellea.
33. Last week, a survey was sent out looking for feedback on the current and proposed PVTA routes. As you probably remember from last semester, the PVTA is looking to change the current services they provide to Westfield State, so our input on this will help Administration and PVTA come to a resolution that will hopefully help both Westfield State and PVTA. Kim Morgan will be sending out this survey again tomorrow morning, so if you have not taken, please I encourage you to do so.
34. I wanted to let you all know that Representative John Velis will be coming to visit us on February 25. This will be a dress code meeting. I wanted to let you all know in advance so you can start preparing questions for him. I’ll remind you all about this as the time gets closer.
35. Next week, we not be having a guest speaker and, instead, Matt Michalik will be giving us a presentation on some simple do’s and don’ts in regards to our Constitution and Roberts Rules..
36. Items not listed on Agenda:
37. BOARD OF TRUSTEES' REPORT: **Thalita Neves**
38. All University Committee: **No Report**
39. Student Advisory Council: **No report**

1. VICE PRESIDENT'S REPORT-STUDENT LIFE:**Gift Madu**
	* 1. Student Affairs Committee: **Gift Madu**
2. The division of Student Affairs deals with policies and issues that affect the students. The Student Affairs Committee will be addressing issues, concerns, new policies and policy changes for the University. The committee needs to get up and running to address the PVTA and Parking concerns. I will be forming the Student Affairs Governance Committee, if you’re interested please connect with me my email address is vpstudentlife.sga@westfield.ma.edu. the committee will meet on Friday’s during the common meeting time and depending on the amount of work we have we will be meeting once or twice a month.
	* 1. Diversity/Inclusion Committee: **No Report**
		2. Food Services Committee**: Kelson Burke**
3. I wanted to let everyone know that we should have the Director of Dining Services position filled early next month, and that I appreciate everyone that was able to come on down and meet the candidates during their respective open student forums.
4. This week, there will be a couple of events to look out for in the DC. This includes a Latin Lunch and a Lunar New Year Dinner tomorrow, January 29 and a Roaring 20’s party on Thursday, January 30. So, stop by for amazing and diverse foods.
5. I just wanted to let everyone know that there are many vacant spots on Food Services Committee and that if you want to make a difference regarding the food around here to please join me during our meetings.
6. I will be sending a doodle poll to all current and interested senators with new possible dates and times for our meetings. So, if you are interested please see me after the meeting or shoot me an email.
	* 1. Parking Control Board**: No Report**
		2. Student Athletic AdvisoryBoard**: No Report**
		3. Substance Advisory Committee**: No Report**
		4. Veteran’s Affairs Report**: No Report**

1. VICE PRESIDENT’S REPORT-ACADEMIC LIFE: **Samuel Tsongalis**
	1. About two weeks ago I received an email from a student that had been forwarded from the Dept. Head of the Criminal Justice Department. This was an email sent to anyone who is currently a major or minor of this specific department. The email went on to say that the Administration of the University has been canceling class sections to save money due to low enrollment and that if you had any questions, to seek out Dean Mills or any other Administrator if you had any concerns.
	2. After receiving this email, I made it a point to sit down with Dr. Prusank in Academic Affairs and she and I were able to sit down and talk about the situation. With the email that was sent out, I can see why there would be cause for concern in many aspects, however, the total amount of classes being canceled was never disclosed in the original email. The total amount of CJ classes being run this semester matches last semester of a total 52 courses. The total amount of open seats in those classes as of Friday was 190 seats. Because CJ was the department in question, these are the only numbers I have at this moment but I will continue to stay on top of this matter as it develops. The one thing I can say for sure from Dr. Prusank is that the rest of the academic departments reflect similar numbers relative to their sizes.
	3. The university does recognize that there are some students who may have this issue. If at any point, you or another student you know has had this issue please speak with either your department head or your advisor as soon as possible. This will allow you to become eligible for an independent study and complete the course if you absolutely need it.
	4. With all that being said, Enrollment Management Committee met this past week, there it was discussed that they will be coming down on Feb. 11 to talk about enrollment with senate, I will bring more info later this week and pass it along as it comes.
	5. My office hours this semester will be Tuesdays and Thursdays from 12:45 pm until 2:00 pm and Fridays from 11:30 am until 1:00 pm.
	6. Academic Policies Committee: **No Report**
	7. Curriculum Committee: **No Report**
	8. Enrollment Management Committee: **No Report**
	9. International Programs Committee: **No report**
	10. Academic Technology and Information Services Committee: **No report**
2. VICE PRESIDENT’S REPORT-FINANCE: ***Kelson Burke***
3. Finance Committee: **No Report**
4. Foundation Report: **No report**
5. Student Organization Council: **No report**
6. VICE PRESIDENT'S REPORT-PROGRAMMING: ***Cameron Kelleher***
7. Campus Activities Board: **Cameron Kelleher**
8. Our next scheduled meeting is Wednesday, January 29 at 5:15 pm in the SGA room.

1. LEGISLATIVE SECRETARTY: **Elizabeth Ferrara**
2. Neighborhood Advisory Board: **No report**
3. Community Relations/Fundraising Report: **No Report**
4. EXECUTIVE SECRETARY REPORT: **Aaron Lessing**
5.
6. PARLIAMENTARIAN REPORT: **Matthew Michalik**
7. Rules and Regulations Committee: **No Report**
8. Constitutional Review Committee: **No Report**
9. ADVISORY COMMITTEES:
10. Advisory Committee on Facilities Planning: **Thalita Neves**
11. The Facilities Planning Advisory Committee met last Friday, January 24 to discuss updates on Parenzo as well as the classroom upgrades.
12. For Parenzo, we discussed how it is still over budget and the architects are working on bringing that number down. It was mentioned that one of the ways to save money is to only have minor renovations on the bottom floor. Banacos will essentially stay the way it is and only minor renovations will be done to the gym like better lighting and the addition of sprinklers, showers and locker rooms.
13. For the classroom upgrades, we are still looking for classes that are in desperate need of upgrades to flooring, ceiling, windows, wall finishers, door locks, technology, furniture, and heating/cooling among other things.
14. I would love to get some student input on specific classrooms or buildings that facilities should focus on and your observations. You guys are the ones in the classrooms every day and know better than anybody which ones need better seating, technology, etc. So, when Kaytlyn Mekal asks if there are any comments, I would love to hear your input.
15. **Maureen Socha**: Thanks everybody welcome back we miss you. So, part of what we're trying to do is initiate a classroom upgrade program. So, what that means is kind of starting with the worst classrooms and make those better from the lighting, paint colors, and flooring to the actual furniture you're sitting on and I know I've heard from a lot of students about furniture and really without getting crazy I'm just here tonight to really hear about what your thoughts are. What buildings really need help and particular what you're looking for in classroom furniture. I know that kind of one-piece desk and chair that's very difficult especially now that everybody has electronics. Do tables work, do small tables for yourself or shared tables, just wanted to get a little bit of your thoughts on that if you had a moment tonight.
16. **Sam Tsongalis**: Hello the thing about the furniture is the desk if you are over like 5’6 you really can't fit into them also the actual spot is really small.
17. **Cameron Kelleher**: I think that not really furniture or anything specifically classroom, but I think Wilson Hall would be a really good building to work on it. Bates could also use some work as well, but I think Wilson you have a ton of different majors in there and I think a lot of people experience that also get a lot of good Maureen Socha: I'm hearing a lot about Bates and Wilson and also Horace Mann for the criminal justice area downstairs is in desperate need of help.
18. **Ethan Goodfellow**: I know from my personal experience I found Ilike the tables that are in some of the classroom, I think one of the classrooms in Parenzo I find that works really well. I can have my laptop up and be able to look on with whatever I'm working on but also be able to take notes at the same time.
19. **Maureen Socha**: Are they the shared tables?
20. **Ethan Goodfellow**: Yes, the shared tables and we have twisty chairs right now. Don’t necessarily need those but they are comfortable, and I do enjoy them. But I do think getting rid of the all-in-one desks and put in the shared tables that can fit two people and kind of rearrange the classroom as you need to would be really helpful for students.
21. **Joey Joyal**: Speaking for myself I play basketball in the Parenzo gym a decent amount. I’m not sure locker rooms would be used all that much if we're talking about budgeting and I don't think they're very necessary.
22. **Thalita Neves**: I did talk to Steve Taksar because this was brought up at exactly yesterday so for the meeting I did ask him about it and he said that it's necessary for gyms nowadays to have locker rooms and showers as part of the building code and it is unnecessary and they would love to cut it but they can’t
23. **Maureen Socha**: Part of what happens is when you reach a certain threshold in spending on a building you have to adhere by all of the codes and one of those is kind of bathroom fixtures and what you do with those, so but we will certainly look to reduce as much as we can out of there thank you.
24. **Chloe Sanfacon**: Hi I just have two things one is shared tables I agree that they're very helpful the only class I've had like that that have their tables in there are like smaller classes so I don't know how they would do in larger like 25 people classrooms just because some class rooms are smaller. The other thing is in the bottom of Bates I don't know who this is I guess but, theres been like a lot of dead insects on the windows surface in a couple classes all at least there was like a lot of bees that were dead on the window sills.
25. **Katelyn Mekal**: The brown shared tables I find that those really work well in classrooms that like collaborative teamwork and I find that a lot of professors are trying to get more into that. Also, in things like temperature control so I have one room like the sauna and then every other room is like an ice box.
26. Our next scheduled meeting is February 21 at 12:30 pm in the SGA Club Room E023.
27. Advisory Committee on Academic Planning: **No Report**
28. Advisory Committee on Budget Planning: **No report**
29. Advisory Committee on Affirmative Action: **No Report**
30. Advisory Committee on the Westfield State Experience: **No report**
31. Search Committee for Dean of Students**: No Report**
32. COMMUTER COUNCIL AND CLASS COUNCIL REPORTS:
33. Commuter Council: **Alexa Sullivan**
34. I accept the resignation of Liza Cannamela as a Representative for Commuter Council to SGA.
35. Senior Class: **Ethan Goodfellow**
36. I move to accept Samuel Drake for the position of Class of 2020 Representative to Senate for the remainder of the 2019-2020 academic year. Motion carries.
37. A reminder that the 100 Days until Commencement Toast is February 6. It goes from 6:00 pm until 8:00 pm at the Westfield River Brewing Company. It is an event open only too senior who are 21 plus. We will be raffling off some prizes and the price of admission is free. Transportation from WSU to the brewery will be provided via shuttle bus. There is a cash bar. This is a University Sponsored event, all rules and policies apply.
38. On April 17 the Class of 2020 is holding a Red Sox trip. This trip is one of the Red Sox Senior Games and students will get a Red Sox shirt with Class of 2020 on the back. Currently this is open to seniors and tickets will be on sale in the next few weeks.
39. Due to popular demand, Senior Sweatshirts will be sold again. From February 3 until February 18 you can get one for $25.00 per sweatshirt, with the ability to add a name on the sleeve for free. This is the las time you can get one, so if you missed out get one now.
40. Our next scheduled meeting will be on January 29 at 4:45 pm in the SGA Conference room E020.
41. Junior Class: **No Report**
42. Sophomore Class: **No Report**
43. First Year Class: **No Report**
44. UNFINISHED BUSINESS:
45. NEW BUSINESS: (Requires majority vote to be opened)
46. ANNOUNCEMENTS:
47. Elizabeth Ferrara: I need to see the following people after the meeting: Riley Gregoire, Samuel Drake, Derrick Harnish, Catherine Eynatian, Kaylin Carpenter, Seldine Chambers-Sutton, Avery Szulc, and Lucas Spearing.
48. **Thalita Neves**: Board of Trustees meeting next Thursday, February 6, it’s going to be a good one.
49. **Aaron Lessing**: Still looking for people for Owl Ball Committee, if you’re still interested meet me by the couches after the meeting.
50. **Matthew Jacques**: There are 108 days until commencement.
51. ROLL CALL: Lindsey Dalrymple, Audrey Terriault, Steven Lyttle, Valerie Echenroth, Jason Phillips, Mitchell McKittrick, Joseph DeMeo, Bradley Harvey, Marilyn Maison, Derrick Harnish, and Victoria Ricciardi were absent.
52. ADJOURNMENT: Meeting adjourned at 6:33 pm

*To ensure the courtesy of others,*

*Please refrain from ANY cell phone use during the meeting.*

*Please also note that for accurate record keeping purposes, SGA meetings are recorded and kept on file by the SGA Executive Secretary.*