**Student Government Association Minutes**

November 15, 2016

1. ROLL CALL: Kendall Dunbar, Sarah Kennedy, Ashely Deleon, Jerry Dixon, Patrick Kelly, Samantha Simpson and Andrew Tierno were absent.
2. APPROVAL OF MINUTES FROM November 08, 2016: Minutes were approved.

1. PRESIDENT’S REPORT: ***Matthew Carlin***
2. Tonight we have Dr. Carlton Pickron, the Vice President of Student Affairs.
3. Dr. Carlton Pickron: I asked Matt Carlin for a quick few minutes to talk to you. The bottom line is do you feel safe at this institution? If you do not feel safe, if a friend of yours does not feel safe at this university, I want you or them to get in touch with me directly. If we need them to get in touch with Public Safety, do it directly. Ashiah Richeme is our Director of Diversity and Inclusion; you can touch base with her directly. You can touch base with folks over in Academic Affairs as well; Dean Swaidan and Dean Leggett. Please reach out to us and Dr. Marotta, Vice President of Academic Affairs as well.
4. I received some recent reports; we have had incidents on campus, where one of our RAs was called N word on our campus. You know we talk about dignity and respect and you’ve heard that from me ever since your first day as a student here at Westfield State and it goes all the time. It’s something that you have to live your life for the rest of your life, all the time about dignity and respect.
5. I understand and I’ve read articles. I’ve heard some backlash out of the election of last week. Everybody has an opinion and everybody has a thought, but the election has happened. We have a president elect. You either supported that person or you didn’t support that person, but that’s the freedom that we value. That’s the freedom that we, as a country, can live under We have the opportunity to do that folks. Just because a candidate won doesn’t mean that now you get to do harm or threaten or lose your dignity and respect for one another.
6. I ask the question again, do you feel safe at Westfield State University? If not please don’t hesitate to come and see me. You know where my office is. But dignity and respect is so important for us as a people. For us as a country to continue to grow and do phenomenal things. I know the words that I’m saying here are falling for the most part; I’m singing to the choir because I know that the people that I’m looking at here are student leaders. Are leaders; are people that care a great deal about our university. This is our university. Do not let anyone attempt to take away your university. Our university. Sorry I had to bring such uplifting words at this moment, but it’s important for it and to be said and you as student leaders it’s important for you to carry the message forward. Tomorrow, I’m meeting with all the Residential Life staff at 6:30 and I’m telling them the same thing that I just told you. You got the first crack at it. I care about you; we care about you. Your growth and development is critical. Thank you peace be with you.
7. Thank you Dr. Pickron, next we have Tricia Oliver, Director of Campus Communications.
8. **Tricia Oliver**: Thank you Matt. I appreciate you inviting me to be here. Matt Carlin wanted me here to talk to you a little bit about my role here on campus, introduce myself, and then we can go from there if anybody has any questions about my role here. I get to work with some amazing people. One being Carlton Pickron the VP. I’m on the president’s cabinet with Vice President Pickron so it’s a pleasure to work with him every day and all the wonderful people that you have here supporting you as staff members.
9. It’s also great to look around and see a lot of the faces and I’ve already heard some great stories about you guys. I am the person who gets to share that. Externally, internally, we get to promote all the great things that are happening here at Westfield State University. My title is Director of Communication. I work through internal communication and external communication; doing a lot of the communications work, some of the social media work. I started here in June. I was brought on to really refine the internal communication structure here and also to add a little bit more prominence to our exposure in the area and the region and the state and the media and other high profile areas in the area.
10. My background is not only in higher education. I came here from Ana Maria College. I worked for a small private catholic college and kind of wanted to work on something a little bit grander, a little bit bigger, but still have the great sense of community we have here at Westfield State. I’m the class advisor for the Class of 2020. I guess that’s just about me in a nutshell.
11. As I work through internal communication I consider student communication to be an internal communication structure. I’d love to hear from you guy’s offline. If you want to send me a note, you can find my email and my phone number on our website, but if there’s ideas that you guys have on how you get your communication from the university let me know.
12. **Brandon Trafford**: I like the newsfeed that you guys have right on the Westfield webpage like the Twitter feed that gives news.
13. **Marcus DiBacco**: When someone sends an email to University Communications to be sent out, does that go to you?
14. **Tricia Oliver**: Sure yes. University Communication is reserved for just that, requesting something to go out through University Communication. So yeah, that would be considered to be sent out that way and then I also have the ability to send out to students like I do, like what I’m guessing for most of you here are sometimes reading these emails and sometimes not, but that’s helpful to know.
15. **Marcus DiBacco**: I’m wondering would it be possible to include students in University Communications chain for information that they may miss. Like when President Torrecilha set aside that $300,000 for undergraduate research.
16. **Tricia Oliver**: That’s a really good point. I got feedback from folks about that saying when are the students going to learn about this. The open letter in November that President Torrecilha wrote, he made sure to include what that meant for the students because it’s a different message obviously for students than it is for faculty. We knew that the message had to go out to students too, but just in a different way, but that’s a really good point too
17. Thank you Ms. Oliver.
18. For those of you who don’t know we will not be having an SGA meeting next Tuesday, November 22.
19. For the First Years here tonight, we understand and are aware of the academic commitment tonight at 7:00pm that you are required to be at, please email Rebecca Kennedy as soon as possible, letting her know you went there. I also ask that you follow SGA etiquette and not be distracting when you leave.
20. Items not listed on the agenda.

1. BOARD OF TRUSTEES’ REPORT**:** ***Brandon Trafford***
2. All University Committee**: No Report**
3. Neighborhood Advisory Board**: No Report**

1. VICE PRESIDENT’S REPORT-STUDENT LIFE**: *Brendan McKee***
2. Student Affairs Committee**: No Report**
3. Diversity/Inclusion Committee**: Daisha Serrano**
4. On November 16 from 12:00pm until 3:00pm at the Campus Globe a call for Unity will happen. Join us to make signs promoting love, peace and unity for all community members.
5. Meet the Greeks will be November 17 from 6:00pm until 8:00pm in the Owl’s Nest.
6. The first Diversity and Inclusion Meeting will be this Thursday at 5:30pm in the SGA Club Room E021.
7. Food Services Committee**: No Report**
8. Health Committee: **No Report**
9. Parking Control Board: **No Report**
10. Student Athletic Advisory Board: **No Report**
11. Substance Advisory Committee: **No Report**
12. Community Relations/Fundraising Report**: Marissa Cremin**
13. We are in the final week of the Turkey Drive. You have until this Friday, November 18 to collect for your council. For those of you who haven’t gotten to collect yet please make sure that you do so before Friday, and take your envelope from Barbara Hands office. It’s so important that everyone contributes. The Salvation Army is counting on us. We need all donations in SGA by Friday at 4:00pm.
14. Our goal is to collectively raise $3,000.00 this year, and for each individual group to raise $200.00. If your group raises more than $200.00, everyone on your council is all set with units for the month of November, and the group that raises the most money will win a pizza party sponsored by SGA.
15. The second Red Cross Blood Drive of the year is coming up right after Thanksgiving on Wednesday, November 30. I have the signup sheets again tonight. Our next meeting will be the day before the blood drive. Please sign up to help whenever you can. If every senator in SGA Volunteers for an hour or two we will have plenty of help.
16. Our final reminder that Student Ambassadors are sponsoring a Zumba Fundraiser for Children’s Miracle Network Hospitals tomorrow from 6:30pm until 8:00pm in Scanlon Banquet Hall. They are suggesting a $2.00 donation and there will be raffles and prizes.

1. VICE PRESIDENT’S REPORT-ACADEMIC LIFE: ***Jacob Lotter***
2. This week is advising for first-year students. First year students should be going to both peer-advising, as well as a meeting with your academic advisor, whose name can be found on your degree evaluation. You’ll be registering on Monday, November 21 at 7:00am.
3. Next Just a reminder that next Tuesday, November 22 is the last day to withdraw from a full semester course. You can pick up a course withdrawal form in the Registrar’s office, or find it online.
4. I’m hoping everybody read the email from Marsha Marotta last night. If you didn’t, the gist of it is that the Presidential Advisory Committee on Academic Planning, which I am the student rep on, will be holding open forums to gauge opinions on re-structuring academic affairs. I will be forwarding another email either tomorrow or Thursday to jus senate with some background information that will be super helpful if you attend those forums. I’ll also discuss it a little more in depth at our next meeting to help everyone prepare. Essentially though, we’re talking about moving away from our current se-up of having a single Dean of Undergraduate Studies whom oversees all the academic departments, to having colleges, sort of like UMass, where there would be four to six departments in a college and a Dean who would oversee those departments. The Dean of each college would then report to ta VP or Provost of Academic Affairs. One of the positives of that se-up is that departments will have an administrator whom is well-versed on their disciplines, since each Dean would likely be someone from one of the fields within the college. Right now, the committee has gotten about that far in our idea process and we want input before going any further, which is why it’s super important that there be student voices at these open forums. The dates are as follows:
5. Wednesday, November 30 at 4:00pm in the Scanlon Banquet Hall C.
6. Thursday, December 1 at noon in Scanlon Banquet Hall C.
7. Thursday, December 1 at 4:00pm in the Savignano Auditoriums A and B in Wilson.
8. Academic Policies Committee: **No Report**
9. Curriculum Committee: **No Report**
10. Enrollment Management Committee: **No Report**
11. Academic Technology and Information Services Committee: **No Report**
12. International Programs Committee: **Rebecca Kennedy**
13. The International Programs office is celebrating International Education Week this week from November 13 until November 19. There will be multiple events happening this week to celebrate the international community on campus.
14. The first event is tomorrow, November 16 from 11:00am until 2:00pm in the Dining Commons, and will be a luncheon featuring food from Puerto Rico.
15. There will be an International Student Poster Fair on November 17 from noon until 2:00pm in the Ely Lobby featuring posters made by international students that highlight their home country.
16. On November 17 there is a discussion on International Border Cities focusing on Culture and Collaboration. The talk will be led by Dr. Maria Lucia Torrecilha and will feature a special musical guest from Brazil, Singer Sonia Azul. This event will be held in the Loughman Living room in Scanlon hall at 6:00pm.
17. On Saturday, November 19 form 10:00am until 2:00pm in the Tekoa Room there will be a Passport Day celebration. The Westfield post office will be coming to campus to help student fill out passport applications, take photos and collect fees for students who would like to get a United States passport. They will only accept checks or money orders, no cash. You can find out the exact cost of a passport by going to travel.state.gov and using the passport cost calculator.
18. Our next scheduled meeting is Friday, November 18 at 2:30pm in the Parenzo Board Room/
19. Writing Liaison**: No Report**
20. VICE PRESIDENT’S REPORT-PROGRAMMING: ***Madeline Dexter***
21. Programming update**: Madeline Dexter**
22. This week is very busy for Campus Activities.
23. CAB will be hosting Movie Trivia tomorrow, November 16 in the Owl’s Nest at 8:00pm. There is always free pizza and the winning team gets $60.00 in Owl Bucks. The featured rounds will have themes that include Sci-fi, comedy, and horror. The picture rounds will be Harry Potter and the Classics.
24. CAB will be hosting Brown Bag Bingo on Friday, November 18 at 10:00pm in the Scanlon Banquet Hall. Please come out with your friends for some great Bingo prices and have some fun.
25. The theater arts program is presenting The Learned Ladies this weekend. The dates are November 16 until November 19 at 8:00pm and November 18 and 19 at 2:30pm. The tickets are $3.00 for students. This is a classic French comedy about women’s roles in society, which complements some modern day issues.
26. The Student Ambassadors are really active in their events this semester. The Shoes for Haiti drive is still going on until November 27, so please participate. Also, Marissa Cremin already posted about this in the Facebook group but they are doing their Zumba drive at 6:30pm tomorrow, November 16 in the Scanlon Banquet Hall. This will be a ton of fun and they are only asking for a $2.00 donation.
27. The upcoming week, the music department is hosting a number of concerts at 7:30pm. The Classical Guitar ensembles are performing tomorrow at 5:00pm. On Thursday, November 17, the music department will be hosting their Jazz Big Band concert at 7:30pm in Dever. The concerts are in Dever, free and open to the public.
28. It is also National Hunger and Homeless Awareness Week. The Women’s Rugby team is hosting a winter coat and boot drive for Friends of the Homeless in Springfield. Donation bins are located around campus at the Geography and Regional Planning Office, Ely outside the Library, Interfaith Center, New Hall and University Hall.
29. At 5:00pm on November 16, the fourth annual Great American Smokeout will be on the green. You can learn about the dangers of smoking and lung cancer around a bonfire.
30. Circle K is looking for volunteers for their event “Breakfast with Santa” on Saturday December 3. There are two different shifts that you can sign up for. Either from 7:30am – 10:30am or 10:30am until 1:00pm. This is a yearly event that Circle K puts on for many families in our community and they are rally looking for volunteers this year. I have personally volunteered the past two years for this event and it is a very rewarding experience. This is a unit opportunity. Please give the paper to Molly Lucy after the meeting.
31. The first Tuesday after Thanksgiving break, Student Activities and CAB sill be cohosting a Coffee House. This is an open mic night where you could come do spoken word, read some of your poetry, perform a song, or play your instrument for everyone to come out and hear. We will also have coffee house-esk food like tea, hot chocolate, coffee, muffins, croissants and more. This will be at 8:00pm in the Owl’s Nest.
32. CAB’s annual Ginger Bread house contest is going to be in full swing when we come back from Thanksgiving on November 28. You and your team can come pick up a kit in order to test your holiday craft skills. The competition will be judged on December 7 and the winners will get Owl Bucks’ I suggest grabbing your kits as soon as possible because last year they went very fast.
33. **Rehana Yusif**: Where is the Breakfast with Santa happening?
34. **Madeline Dexter**: That will be in Scanlon Banquet Hall on December 3. There are two different times. One at 8:30am and one at 10:30am.
35. **Jasmine Bobbitt**: Can you repeat the day of the Ginger bread houses?
36. **Barbara Hand:** December 7 at 8:00pm.
37. **Madeline Dexter**: You can pick up a kit on November 28 but they are due on December 7.
38. VICE PRESIDENT’S REPORT-FINANCE: ***Marcus DiBacco***
39. Finance Report: **No Report**
40. Foundation Report: **No Report**
41. SERETARY’S REPORT: ***Karina Sallaway/Rebecca Kennedy***
42. Executive Secretary Report: **Karina Sallaway**
43. This week we have two lifesavers of the week. These senators were a big help in getting quite a few of their friends more involved on campus through student activities and they are Victoria Lind and Connor Kennedy. Please see me after the meeting to get your certificates and sign the lifesaver.
44. I also wanted to get Cotillion on everyone’s minds. For those of you who don’t know this is an annual event that happens in the spring and it is a bit like a Westfield State prom with a more casual atmosphere. It is sponsored by SGA and a lot of fun. This year it will be on March 31. I will be forming the committee soon so think about if you would like to join.
45. Legislative Secretary Report: **Rebecca Kennedy**

1. PARLIAMENTARIAN REPORT: ***Andrew Manchino***

Rules and Regulations Committee: **Andrew Manchino**

1. Tonight we a have the second round of approval for the amendments I brought you all last week. For those who do not know we vote twice on amendments to the constitution and vote once on amendments to the SGA bylawas. We have three amendments tonight.
2. An amendment has been submitted to the Rules and Regulations committee, which has been signed by six senators and sponsor, Jacob Lotter. The amendment, if passed, would become part of Article VII Section 3 Subsection A of the Westfield State University Student Government Association Constitution. Such amendment will become 3 of the aforementioned article, section and subsection. The amendment, should it be passed by a three-fourths vote shall take effect immediately.

Petitioner(s): Jacob E. Lotter, Vice President of Academic Life and Jon J. Cubetus, Class of 2017 Represented to Senate

Proposal: Article VII, Section 3, Sub-section A

*SGA REPRESTENTATIVE AT LARGE*

1. *One seat represents at most five hundred (500) full-time day students.*
2. *Serve on at least one (1) campus-wide governance committee.*
3. *Serve on the SGA Representative-at-Large Committee.*
4. *Serve on other committees as appointed by the SGA President, Vice President of Academic Life, and the Student Representative to the Board of Trustees.*

The Amendment is respectfully submitted to the Rules and Regulations committee on October 25, 2016.

1. I move to approve this amendment, making it a part of the SGA Constitution. Motion carries.
2. An amendment has been submitted to the Rules and Regulations committee, which has been signed by six senators and sponsor, Jacob Lotter. The amendment, if passed, would become part of Article V Section 3 Subsection C of the Westfield State University Student Government Association Constitution. Such amendment will become 6 of the aforementioned article, section and subsection. The amendment, should it be passed by a three-fourths vote shall take effect immediately.

Petitioner(s): Jocob Lotter, Vice President of Academic Life

Proposal: Article V, Section 3 Sub-section C

1. *VICE PRESIDENT OF ACADEMIC LIFE*
	* + 1. *Shall assist the President in all duties.*
			2. *Shall assume the duties of the President in his/her absence and in the absence of the Vice President of Student Life.*
			3. *Shall monitor and report all issues relevant to Academic Life.*
			4. *Shall monitor all the work of all committees falling under the Vice President of Academic Life (refer to Appendix A)*
			5. *Shall work with the Student Representative to the Board of Trustees to oversee all Representatives-at-Large.*
			6. *Shall serve as co-chair of the Representative –at Large Committee with the Student Representative to the Board of Trustees.*
			7. *Shall establish, post, and spend a minimum of Four (4) hours per week in the SGA office.*

This Amendment is respectfully submitted to the Rules and Regulations Committee on October 25, 2016.

1. I move to approve this amendment, making it a part of the SGA Constitution. Motion carries.
2. An amendment has been submitted to the Rules and Regulations committee, which has been signed by six senators and the sponsor, Jacob Lotter. The following amendment, if passed, would become part of Article V Section 3 Subsection H of the Westfield State University Student Government Association Constitution. Such amendment will become 8 of the aforementioned article, section and subsection. The amendment, should it be passed by a three-fourths vote shall take effect immediately.

Petitioner: Jacob Lotter, Vice President of Academic Life and Brandon T. Trafford, Student Trustee

Proposal: Article V, Section 3, Sub-section H

1. STUDENT REPRESENTATIVE TO THE WESTFIELD STATE UNIVERSITY BOARD OF TRUSTEES
	* + 1. Shall attend all regular, annual, and special meetings of the Board of Trustees.
			2. Shall serve on all standing committees assigned to them by the Chair of the Board of Trustees.
			3. Shall report all relevant information to the Executive Council and Legislature in a timely manner:
2. Review and consult with the Executive Council on all agendas for upcoming Board of Trustees’ Meetings and other trustee duties as to the best of their ability.
3. Shall represent WSU at all state meetings as deemed necessary by the Student Trustee and in conjunction with the Executive Council.
4. Shall be responsible to keep Westfield State University students informed of all issues on the state level.
5. Shall represent the interests of the student body and Westfield State University in all dealings as Trustee.
6. Shall work with the Vice President of Academic Life to oversee all Representatives-at-Large.
7. Shall serve as co-chair of the Representative –at Large committee with the Vice President of Academic Life.
8. Shall adhere to the bylaws of the Board of Trustees of Westfield State University.
9. Shall establish, post and spend a minimum of five (5) hours per week in the SGA room.
10. The student representative to the Westfield State University board of Trustees, in order to be elected, must have served on SGA for at least one (1) semester in any capacity.

This Amendment is respectfully submitted to the Rules and Regulations Committee on October 25, 2016.

1. I move to approve this amendment, making it a part of the SGA Constitution. Motion carries.
2. Our next scheduled meeting is November 15 after the SGA meeting in conference room E020.

1. COMMUTER COUNCIL, CLASS AND HALL REPORTS:
2. Commuter Council: **No Report**
3. Senior Class: **Andrew Morin**
4. I wanted to give you a quick update on senior events, so seniors, please get ready to mark your calendars.
5. This Friday, November 18 from 10:00pm to Midnight, there will be late night pancakes and throwback karaoke in the Owl’s Nest. This event is $1.00 and only open to seniors, so please come. It’s going to be a lot of fun.
6. The 100 Days until Commencement Celebration will be on Thursday, February 9 from 7:00pm to 9:00pm in Scanlon Banquet Hall. There will be refreshments, among other programs and activities available. There is more to come on this in the following weeks.
7. We will be hosting a paint and sip event where seniors can decorate their commencement cap on Monday, May 8 form 7:00 pm to 10:00 pm in the Owl’s Nest. There will be pizza a cash bar, as well as other light refreshments. Some materials will be provided, but seniors are encouraged to bring their own decorating supplies as well.
8. We are in the process of booking other senior events, booking our commencement speaker and figuring out when commencement rehearsals will be.
9. Our next scheduled meeting is Thursday, November 17 at 6:00pm in Ely 003.
10. Junior Class: **No Report**
11. Sophomore Class**: No Report**
12. First Year Class: **No Report**
13. Apartment Complex: **No Report**
14. Courtney Hall**: No Report**
15. Davis Hall: **No Report**
16. Dickinson Hall**: No Report**
17. Lammers Hall: **No Report**
18. Lansdowne Hall**: No Report**
19. New Hall**: Michaella Tretheway**
20. New Hall council is hosting Friendsgiving on Thursday, November 17 from 5:00pm until 7:00pm in New Hall Classroom 141B.
21. There will be tons of Festive Food, including cookies and apple cider.
22. We will also have a photo station where you can have a picture take, so bring your whole apartment for a family picture. Picture frames will be available to decorate and take home.
23. We just ask that you bring a canned good or non-perishable food item to donate to the Westfield Food Pantry, or some change for the Turkey Drive.
24. Scanlon Hall: **No Report**
25. University Hall**: Carolyn Houle**
26. I move to appoint Alyssan Delgado as SGA representative for UniversityHall for the remainder of the 2016-2017 academic year.
27. UNFIISHED BUSINESS**:**

1. NEW BUSINESS:
2. ANNOUNCEMENTS:
3. **Jacob Lotter**: Can I please see Cam Swan after the meeting?
4. **Marissa Cremin**: Can I please see someone from Courtney, Davis, Lammers, Lansdowne, and Scanlon?
5. **Rehanna Yusif**: Puerto Rican lunch tomorrow, November 16 in the DC be there.
6. **Marcus DiBacco**: As of right now there is no Finance Committee meeting this week.
7. **Shayna Arnott**: Thanksgiving Dinner is going on right now in the DC go enjoy some turkey.
8. **Molly Lucey**: Breakfast with Santa volunteer please.
9. **Matt Carlin**: Again please know that there is no SGA next week, November 22 but if there is anything you want to talk to the exec board about we will be here so please talk to us or email us if you have any concerns.
10. **Karina Sallaway**: Just a reminder if you are reporting please type your report.
11. **Jasmine Bobbitt: 186** Days until Commencement**.**
12. ROLL CALL: Kendall Dunbar, Sarah Kennedy, Ashely Deleon, Jerry Dixon, Patrick Kelly, Samantha Simpson and Andrew Tierno were absent
13. ADJOURNMENT: Meeting adjourned at 6:12pm.