**STUDENT GOVERNMENT ASSOCIATION MINUTES**

**November 19, 2019**

1. ROLL CALL: Scotty Howe, Paige Pressey, and Steven Lyttle were absent. Joseph DeMeo sent an alternate.
2. APPROVAL OF MINUTES FROM November 12, 2019: Minutes were approved.
3. PRESIDENT'S REPORT: ***Kaytlyn Mekal***
4. Before we get started with our speakers, I would like to make a few appointments.
5. I move to appoint Riley Gregoire as a University Hall Representative to SGA for the remainder of the 2019-2020 academic year. Motion carries.
6. I move to appoint Derrick Harnish as a Dickinson Hall Representative to SGA for the remainder of the 2019-2020 academic year. Motion carries.
7. Tonight we have Sandra Sheehan, Administrator for PVTA, to speak with us about some proposed changes to the shuttle system that services Westfield State. Please welcome Sandra Sheehan.
8. **Sandra Sheehan**: Thank you so much for inviting me. I am really appreciative of that invitation; I don’t usually get invited to colleges to do presentations and proposals. It is nice to see so many of you interested in what goes on in the college and also in the service that PVTA provides to Westfield State University.
9. Presentation on PVTA accommodations to the University and proposed changes was given and is attached.
10. **Cameron Kelleher**: I understand the times were put in just for reference to present it, but I’m a little confused because I don’t think that we’d be able to take the recommendation into full consideration if there’s no times to see.
11. **Sandra Sheehan**: I want you guys to provide us the times that you think the service should start. Or should we keep the same schedule with the start times and class times that we have for the OWL shuttle? We are thinking that the service will go to Westfield center, Stop & Shop, and come back. So, instead of running every 10 minutes, it is actually going to run every 20 minutes. You will see a bus at one particular location every 20 minutes. It will be more consistent service as you go through the day as opposed to asking where the bus really is. We would also like to have more predictable of a schedule, but we could provide something to Gloria Lopez, and Gloria will give that to you. We could do a Tuesday/Thursday and Monday/Wednesday/Friday schedule.
12. **Samuel Tsongalis**: You mention that you want to establish a better relationship with the community and doing that by bringing more people to campus. That sounds great; however, with the idea of classes, there is only a 15-minute gap for students to walk there and back. It is one exact mile to Horace Mann from where we sit. If the bus is running late one day or a student can’t physically walk to Horace Mann or it is simply too cold for people to walk, that is one of the things I’m worried about on behalf of the students.
13. **Sandra Sheehan**: So that is when it is hybrid, but as it is right now the times are fine?
14. **Samuel Tsongalis**: Yes.
15. **Matthew Michalik**: I think right now it was $22,000 in addition if we keep the OWL shuttle. What would the pricing difference be if we had the new hybrid that you guys are proposing?
16. **Sandra Sheehan**: I think what you’re referring to is the additional cost from FY19 to FY20. That was the increase. That is based on additional miles and the service hours. If we were to do the hybrid, it would be one vehicle, so you don’t need two drivers, and you’re only using one vehicle. It could be as low as half the cost as the current service.
17. **Kaytlyn Mekal**: It seems like trying to combine the two routes is becoming more of a headache than could be possible. I was just wondering why the first thought was to combine the two rather than cutting the 10S?
18. **Sandra Sheehan**: If we cut the 10S, you will be stuck on campus. You will have to walk to downtown.
19. **Kaytlyn Mekal**: I know that the R10 will also come up to Westfield State?
20. **Sandra Sheehan**: Only when school is not in session.
21. **Audrey Therriault**: With this proposed hybrid route, would it be possible to have the hybrid shuttle function like the OWL shuttle at certain times and then function like the 10S at others? Or would you want it to be a consistent cycle that just runs the route?
22. **Sandra Sheehan**: So, you’re saying like for a certain period of time, say for an hour, it stays here then it goes out when you’re in class and comes back. We can look into that. It will be a little difficult to create a schedule like that because of the times, but we can play with it to see if that works.
23. **Olivia Houde**: I was curious if you have an exact breakdown of how much money goes to fuel costs.
24. **Sandra Sheehan**: The breakdown is based on the miles, so we have a cost per mile and a cost per hour. The cost per hour goes to the mechanics and drivers, and the cost per mile goes into the fuel. In addition to the fuel, it will include anything related to the vehicle itself: any fluid, tires, and whatnot. For the miles, the total annual miles of service are 28,166. The total cost per mile is $15,844 and this is for the 10S. For the OWL shuttle, the cost per mile is $0.35, the daily miles are 110, there’s 147 days, so the cost per mile is $13,000 for 317.
25. **Joseph Joyal**: Something we talked about at our town hall yesterday, because the 20 minutes wouldn’t really work with class times, is if we could possibly cut out South Lot because we have two university shuttles going to South Lot. With the new proposed idea, it would stop at Scanlon, go to South Lot, stop, come back to Scanlon, stop again. So, if we cut that out and university shuttles handle that, we’d probably save a significant amount of time.
26. **Sandra Sheehan**: So, if we just do Scanlon to Horace Mann then Horace Mann to the center of town?
27. **Tony Casciano**: Just a point of information: we do not have two shuttles running during the day. They come on at 3:00pm.
28. **Joseph Joyal**: Would it be a possibility to have shuttles run during the day to South Lot?
29. **Tony Casciano**: We can look into that, but we’d have to price that out.
30. **Kaytlyn Mekal**: Tony, don’t we have the shuttle that goes from Scanlon to South Lot and then goes down to Landsdowne every hour?
31. **Tony Casciano**: That’s during the day, and our two shuttles come on at 3:00pm.
32. **Sandra Sheehan**: Thank you. Like I said, if you can please give us some feedback on what we presented tonight. I will send the presentation, so you guys get a copy. We will work with Gloria Lopez, so you can provide us some feedback before we go out to the general public. We want to make sure we meet the interests of the students before we present to the people.
33. Next up, we have President Ramon Torrecilha to give us some updates on the university. Please welcome President Torrecilha.
34. **President Torrecilha**: Hello everybody, thanks for having me again. The beginning of this semester, when I was here for the first time, we talked a little bit about what’s happening in New England in terms of higher education and enrollment. I provided a context, and essentially that context is the fact that birth rates in New England are down, the student population is going down, and colleges and universities are seeing the impact of that on enrollment. In addition to that, New England as a whole is not a destination for internal migration. You see that in the South, in the West, but not in New England. So, colleges and universities, Westfield included, knew that we have to plan for an incoming class that is smaller than what we had in the past. We saw that happening this semester. The number of first year/first time students came in under what we projected, and transfer students also came down from what we projected because there’s an inverse/reverse relationship: when the economy is good, students tend not to enroll in community college which means that the transfer numbers for four-years, the institution lags. We also saw a dip in our continuing students.
35. Yesterday, we had a meeting with the Student Ambassadors in thinking about retention and what we can do, what Westfield State can do in order to enhance retention. We also have had a campus dialogue that took place last Friday, November 15 where Vice President Taksar presented to the community where we are. So, today we asked Vice President Taksar to come back and give you a presentation of where we are and the impact of enrollment on the budget. There is a budget shortfall that the school is going to have to meet, and on Friday, November 22 there is going to be another session which will be a brainstorm session. I hope that you attend, so we can think in terms of how we are going to meet that budget gap.
36. With that, I am going to turn to Steve for the presentation.
37. Vice President Steve Taksar gave a budget presentation on the context of what the university is planning for and how the university ended up where we are right now. It is attached.
38. **President Torrecilha**: Next Friday, November 22 we are going to have another campus dialogue precisely on strategies to meet the shortfall of the budget. I encourage you all and your friends to attend.
39. **Steve Taksar**: The gap may seem like a big number to folks, and it is a challenge we have to wrestle with, but as we say: the sky is not falling at Westfield State. We have a challenge, many of our other state universities have equal challenges and in some cases are much worse. Finding a million dollars to reduce out of our $125 million budget is a challenge, but we will sort through it and get to the end and do our best to mitigate impact on students and staff.
40. **President Torrecilha**: Salem State had a shortfall of $11 million. When we think about our shortfall of $1.6 million in comparison to Salem, we feel that Westfield is in a good place. Salem State went from 10,000 students to about 8,000 students in a very short period of time.
41. **Kaytlyn Mekal**: Do either of you know what time on Friday the brainstorming session will be?
42. Steve Taksar: It is at 10:00am on Friday in the Owl’s Nest. It will be a working session, so we want ideas. We’re not going to prescribe how we should do this, we want feedback, we want your ideas, and we want to brainstorm then debrief what we’ve heard during the course of the day and bring that back to the administration to review all the ideas being generated.
43. **David Youngerman**: I just wanted to clarify: this Friday or next Friday?
44. **Steve Taksar**: This Friday the 22nd.
45. **Samuel Tsongalis**: On the slide that you presented about retention of about 185 students leaving the University for Specific Reasons, I was wondering if you have looked into academic standing. In Academic Policy Committee earlier this semester, we talked about how the university had 128 students placed on either academic probation or dismissed from the university. I think it would be worth revisiting the academic policies and looking at how we can strive to give students second opportunities.
46. **Steve Taksar**: Thank you. Good suggestion.
47. **Kaytlyn Mekal**: Back to the meeting, have you thought about trying to market it to the business department? As a business student myself, I feel like that would be something really useful for any future career I might go down. Maybe try to connect to the head of that department.
48. **Steve Taksar**: Good idea. We need to take advantage of everything we can to try to sort this out, so I think that’s worth pursuing.
49. **Audrey Therriault**: I’d like to voice a concern that I have as a student and have talked to other students about. On your slide about different strategies, one of them was to offer an incentive for established faculty members to leave and be replaced with more short-term non-tenure track professors. I just want to put out my concern: that does change the atmosphere of a very teaching-oriented college and can really affect relationships that are built between students and their professors. I would just caution you that may not be one of the best options.
50. **Steve Taksar**: I believe there are fairly strict guidelines for that.
51. **President Torrecilha**: The state has what’s called a 15% rule, which means that if you have an academic department with more than five or six full time tenure/tenure-track faculty, only 15% of the curriculum can be taught by part-time. So, we have a very good solid tenure density.
52. **Steve Taksar**: I came from another system, and I think the ratio from the school I was at was 45% which is much more common in higher education. So, the ratio of full-time faculty to part-time faculty is very high here.
53. **David Youngerman**: I feel like every year we talk about the reserves. I know there’s certain things we can use it for and certain things we can’t. Is there a possibility of covering the shortfalls we’ve been seeing in order to put that aside and really focus on future strategies?
54. **Steve Taksar**: It’s our opinion that deficit is a structural deficit, so it’s not going away. We need to figure out permanent solutions of closing that gap of $1.6 million. The reserves are sort of a temporary stop-gap measure, and you may or may not recall that the university is going to invest a fair amount of money into the Parenzo Hall renovation which will take down our reserves. We’re in the process right now of assessing our financial ratios compared to other benchmarks. It doesn’t appear that we can rely on reserves to fund short-term structural deficits. It’s not really the best use to do that. We have an operating issue to deal with, and we need to figure out how to bring our expenses back in line with our revenue. In some cases, it can be used as a short-term offset. Sometimes what happens is you get used to that, and you can’t find your way out because you’re not willing to make the choices you need to make. Using reserves are not really the best approach for operating deficits. They’re better used for capital projects and one-time strategic investments that you can leverage for a greater benefit down the road.
55. **President Torrecilha**: It’s almost like leaving it on a credit card. What we are doing is putting our reserves to work for us in ways that the university has not done in the past. There is an investment subcommittee of the Finance and Capital Assets Committee of the Board. They’ve been very diligent in seeking out investments that can translate into a greater rate of return for the university.
56. **David Youngerman**: I know we are kind of far down the line with Parenzo, but is that going to show a greater return on investment? Is $40 million given by the state and money by the college going to create bigger return on investment in the next few years?
57. **Steve Taksar**: The project won’t be done for a few years; it is still two and a half years away from being completed, but that is our expectation. We have designed a couple of critical new functions inside of Parenzo Hall that we think will pay off big benefits. In particular, retention. We are developing a structure for student success operations in the building, and we are working through the process right now figuring out how to best put together services that are more meaningful to students where you can find them easier, they are adjacent to each other, and can work a little closer together. We want to do things like that, coupled with providing better quality instructional space. We also have another initiative underway to bring in businesses and other entities that want to use some of our space as presentation space, practice space, a variety of purposes. We are certainly confident and made the justification for the project based on a return on investment to retain more students, to provide better services.
58. **Cameron Kelleher**: I was just wondering if you had any data on transfer students going to bigger schools like UMASS or UNH.
59. **Steve Taksar**: I don’t have it handy, but we certainly do have it. There’s a national structure that provides information on where students go once they leave one institution to another, and we are in the process of collecting it right now. We can track a lot of that.
60. **President Torrecilha**: Some of the students we lost we have found went back east in the state towards Boston, and they tended to enroll in institutions closer to home. That seems to be a trend.
61. **Matthew Michalik**: I know I had talked to you last Friday about this. I wanted to clarify what Audrey Therriault was talking about with faculty strategies. You were telling me that program is only available right now to staff, is that correct?
62. **Steve Taksar**: Yes.
63. **Matthew Michalik**: And that is with the unions and what unions approve and whatnot?
64. **Steve Taksar**: Correct.
65. **Matthew Michalik**: Do you think you could explain it to everyone else the way you did with me on Friday?
66. **Steve Taksar**: When we started talking about this, it is fairly complicated because the state union structure has to approve a campus specific early separation plan. The basic plan was to ask all of the unions to participate in this program to allow all of the employees that belong to unions if they’d like to leave or not. Two out of the three unions did approve the plan, the AFSCME union and the APA union, which means that if you are a part of that union membership and you would like to leave the university with the incentives we’ve provided, you can certainly opt to do that. The faculty union, the MCSA union, leadership for the state did not approve the plan which means full-time faculty are not eligible to participate because the union decided that was not what they wanted to do. Faculty are not eligible to participate in this plan.
67. **Chloe Sanfacon**: Have you looked into why students are not coming back, like why we are having the retention issue specifically?
68. **President Torrecilha**: Well there is no single answer to the retention question. Students don’t get up one day and say “you know what, I’m leaving today.” It’s a process, so we are trying to understand that process. We do know that the first six weeks after you enroll are very important. So, this year we had Academic Affairs and Student Affairs do a series of events for those six weeks. We wanted to get our students more engaged. It’s a process, we are looking at it, and hopefully we will have more concrete answers for you next year.
69. **Chloe Sanfacon**: Is there a way we might be able to survey students who aren’t coming back?
70. **President Torrecilha**: Yes, we do that. It is called an exit interview. Sometimes students don’t want to talk to you. Sometimes they will say it is because of finances or will give you very short answers when the real answers are part of that process.
71. **Lindsey McNulty**: After talking to professors about retention and what Chloe was just saying, they felt like one of the problems was that students haven’t felt as welcome coming here recently as they have in years past. I was wondering if you’d heard anything about that or had any ways to remedy that.
72. **President Torrecilha**: I haven’t heard that specifically.
73. **Dr. Gloria Lopez**: I haven’t heard that; I have heard that some students haven’t found their group/community. I’ve heard that some students may not know everyone in their hall for example. Part of what we’re doing in Student Affairs is looking at not only the living experience but also the whole experience on campus. For example, with the residential engagement staff we just implemented a programming model but now are hearing that the programming model may actually be getting in the way of community building. We are looking at how can we improve that model or add to it. I think in terms of the overall campus experience, we are looking at what kinds of activities can we provide so students who might not normally connect can connect, students who might normally go from class to their rooms can stay out and engage. We also have advanced programming for commuters as well. We are also looking at how to invite commuters to programs with resident students. So, we are looking at a whole range of things and are absolutely open to any ideas you may have. One of the things that I just talked to Student Affairs leaders and directors about is “what are the ways we can connect with students who aren’t leaving their residence halls or engaging in SGA or leadership opportunities”. Again, if there are things that you can think of that we should be doing to gather more information, we’d love to hear your ideas.
74. **President Torrecilha**: Yesterday at the Student Ambassadors meeting the suggestion was even for us to consider moving the club fair to the first week of school because the club fair is a way that students learn about organizations they can get involved in. Research has shown that if students get involved in a club or activity, they’re more likely to stay.
75. **Steve Taksar**: One of the key elements of our strategic plan for the university is the campus culture. One of the ideas we had explored was the ability to do a kind of an assessment of the campus culture and then develop strategies to deal with whatever came out of that assessment. That is a key element of our strategic plan, and we are committed to following through on it.
76. **Gift Madu**: I have something to say about the enrollment reduction. I want to know how you guys tend to market the university out there because I came from a transfer community college and for the most part, we had mostly the transfer fair. At some point, I was almost discouraged because the lady who had to talk students through it didn’t have clear information about the college in regards to questions I had asked her. She gave me wrong information at some point that if not for the fact that I really wanted to come to this college, I wouldn’t have. I feel like that is something that could have or may have affected other students because there is a reputation out there about the school telling me not to go there, but I wanted to go here. I had to go to the transfer person in my school, and I had to ask a couple of questions that had to do with it. They had to contact the university directly to clarify it for me. Marketing of the university sometimes may not be right. There has to be some re-orientation for the representatives that come to community colleges. I also feel like social media presence is very important. We are in a very technology age, and everyone is on their phone; so we have to channel a lot of energy to marketing the college out there if you really want to have an increase in enrollment.
77. **Steve Taksar**: I’m not a marketing expert, so I can’t really answer that question. But I know there is always more we can probably do better. We have a pretty good admissions office, but we are always exploring ways to improve what we are doing. Social media is certainly a critical piece of how we can do that, but I’m not extremely well-versed in the nuances of that. I’ll take it back.
78. **Aaron Lessing**: I know the retention for most schools was going down, but as you mentioned Bridgewater is going up. I wasn’t sure if that was something strange that happened or if they implemented something that was making their retention go up. We might want to investigate if we could do that.
79. **Steve Taksar**: Certainly, we need to look at all avenues of retention. Like the President said, it is very complicated because you don’t always get the right information, so we will certainly be talking to Bridgewater to figure out what they’re doing that we don’t know about already. Everybody has a different demographic and population that they are speaking to, so it is hard to sift through some of that. There’s no question we will be contacting them to figure out what they’re doing.
80. **President Torrecilha**: I have been spending more time going to clubs, and this past week I attended the Sustainability Club. Olivia approached my office and Steve’s office, the person in charge of the facility, to talk about Westfield and how we can improve and really reduce our carbon footprint. She did a fabulous presentation, and I asked her to share today with SGA the work she has done.
81. **Olivia Houde**: Like the President said, members of the Sustainability Club and Environmental Planning Club went to his office last week, and we talked to him and Steve and head of facilities about ways the campus could improve its sustainability efforts because other state universities are really on top of the ball. We do have some pretty cool things going on here too, but there is more that can be done.
82. Presentation was given on sustainability at the university and is attached.
83. **Hannah Swanick**: Has there been any look at implementing mixed recycling anywhere on campus so the bins don’t get so contaminated or there’s an alternative option?
84. **Olivia Houde**: We have been trying to figure out ways to avoid the contamination, so I’ll bring that up. We also have been thinking about each residence hall having a place inside for people to put all their recycling, and then people could check it before it’s dumped into the main bin.
85. **Seldine Chambers-Sutton**: I’ve noticed that we haven’t really done recycling much on this campus. Ever since I’ve been here I haven’t seen much of a recycling bin around. I was also wondering why do we only recycle cardboard boxes? Why not recycle plastic bottles too? Because I know a lot of students buy water, and that’s a lot of plastic water bottles to just throw out in the trash.
86. **Olivia Houde**: There’s a lot that goes into that. We could look into other systems we can put into place, but it is mainly what Waste Management tells us what we can and can’t do. We are planning a tour at the recycling center, so we’ll find out for you.
87. **President Torrecilha**: I want to thank you both. Great work, great leadership, and thank you for bringing awareness to a very important issue.
88. **Matthew Michalik**: I was wondering now that you have seen more of a push from students, what will the university do?
89. **President Torrecilha**: The first thing we need to do is to reactivate the committee. We used to have a Sustainability Committee, but for whatever reason that committee went nowhere. So, we are going to reinstitute the committee, and then we are going to come up with a doable plan for the school.
90. Thank you all very much for taking the time to come visit us. I will be canceling my office hour at 10:00 am on Friday, November 22 so that I can go to the budget brainstorming session. I will be rescheduling it to 2:00 pm Tomorrow, November 20.
91. As I’m sure you remember, but last week we had visitors from MCLA to our meeting. Westfield will be making our visit on Monday, December 2, if anyone is really interested, please let me know as soon as possible so that I can connect with their president. Their meeting starts at 7:00 pm, and I’m going to see if we could get dinner with them beforehand, so we would probably be leaving campus around 5:30 pm. They brought with them a few senators that weren’t on their Executive Council, so I think it’s only fair we do the same.
92. I would also like to remind everyone that your Turkey Drive money is due back here tomorrow, so make sure you’re all trying your best to get as much money as possible for families in need this holiday season.
93. After Thanksgiving Break, we will be having four student forums for the Dean of Students candidates. They will be on December 5 at 4:00 pm in the Owl’s Nest, December 6 at 4:00 pm in the SGA Room, December 10 at 4:00 pm in the SGA room and December 12 at 4:00 pm in the Owl’s Nest. I will say this all again at the next SGA meeting, and send you all an email to remind you.
94. On Monday, November 25 at 5:00 pm we will be having interviews for both a third advisor and for Executive Secretary. If you know someone who is interested in either, or if you are interested in taking over for Melanie Voss when she travels to Spain, please email me at [President.sga@westfield.ma.edu](mailto:President.sga@westfield.ma.edu).
95. I’m sure you all remember the wonderful sticky board we had over by Dunkin Donuts. We will be putting it back up on Monday, November 25 and Tuesday, November 26 by Dunkin and again next week in Wilson café. If anyone you know has burning questions or concerns they might not want to directly air out, please send them over to the board.
96. We will not be having SGA next week, but our visitors for December 3 will be Pat Berube and Alan Blair. Also President Torrecilha will be bringing his mentor down to sit in on our meeting, so December 3 will also be a dress code meeting.
97. Items not listed on Agenda:
98. BOARD OF TRUSTEES' REPORT: ***Thalita Neves***
99. All University Committee: **No Report**
100. Student Advisory Council: **No report**

1. VICE PRESIDENT'S REPORT-STUDENT LIFE:**Gift Madu**
   * 1. Student Affairs Committee: **No report**
     2. Diversity/Inclusion Committee: **No report**
     3. Food Services Committee**: Kelson Burke**
2. Just a quick update on Halal meat and kosher foods, Chef Mary has started working closely with groups such as the Jewish Student Organization and the Muslim Student Organization to make sure all their needs are met on campus.
3. I also wanted to let everyone know that Who’s Wings are truly back in session. If you don’t know what Who’s Wings are, they are wings that you can order from the Bistro from Sunday to Thursday from 9:00 pm until closing time. They are both ready for pickup or can be delivered to your Residential Hall. As of right now they are only bone-in wings however, the Dining Services Staff are looking at boneless options.
4. If you go to the marketplace, you will be able to see that there are now some new items on the shelves such as eggs, bread, and whole containers of peanut butter. These will not be able to be bought with dining dollars but, can be bought with Owl Bucks, cash or credit or debit card.
5. This Thursday, November 21 there will be a special Thanksgiving dinner with many great menu items to accommodate your turkey loving needs.
6. If you come to Food Committee this Friday, November 22, we will be taking a tour of the behind-the-scenes of the kitchen so if you want to see that, but aren’t officially on Food Committee, come let me know. We can only have so many people so see me if you’re interested.
7. Our next scheduled meeting is November 22 at 2:30 pm in the Tekoa Room.
   * 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. Academic Policies Committee: **No Report**
   2. Curriculum Committee: **Olivia Houde**
2. The Silent Film course is now four credits to accommodate for the lab session that students take part in to watch the films.
3. The Psychology Department has adjusted the prerequisites for 0314 History and Systems of Psychology. Previously, the three courses were PSYC 101-Introduction to Psychology, PSYC 201- Theories of Personality, and PSYC 306-Learning. They have been adjusted to PSYC 101-Introduction to Psychology and PSYC 105/219-Researd Methods 1.
4. The Political Science Department added Middle East politics was approved as a course, no course dealt with the Middle East, but there are classes that focus on the region. Feminist Political Thoughts pre-requisite was removed in an effort to open it up to more majors or those who haven’t taken a gender studies course.
5. Our next scheduled meeting is December 6, at 1:40 pm in the Woodward Center meeting room.
   1. Enrollment Management Committee: **No Report**
   2. International Programs Committee: **No report**
   3. Academic Technology and Information Services Committee: **No report**
6. VICE PRESIDENT’S REPORT-FINANCE: ***Kelson Burke***
7. Finance Committee: **Kelson Burke**
8. Finance committee received a joint Finance Proposal from both Student Theatre Association and Musical Theatre Guild. Outlined on the projector are the funds that the club is requesting. They are asking for this money to be able to go the Kennedy Center American Theatre Arts Festival (KCACTF). At this event, students nominated by judges will be able to perform for scholarships and awards as well as being able to participate in workshops related to furthering their skills. They are asking for $2,700.00 in registration for 30 students, $2,083.02 for hotel accommodations and $143.10 for transportation. They are requesting a total of $4.926.12 for the event. Upon review of the requested amount, the Finance Committee amended the proposal by lowering the total amount by %570.00. That leaves the amount endorsed by the Finance Committee at $4,356.12.
9. **Katherine Pinney**: Thirty students is a large number of students that are going to willingly pay a little bit over $100.00. Is that guaranteed that there are 30 students that would pay this?
10. **Kelson Burke**: It is pretty much guaranteed, yes.
11. **Katherine Pinney**: I also know that in the past there were some issues with this trip I heard with students not making responsible decisions. Has that been addressed?
12. **Kelson Burke**: That was a trip that was three years ago, and most of the students going on this trip were not on that trip. We don’t want to punish students that want to go to this one for other students who made mistakes in the past.
13. I move to allocate $4,356.12 to the Student Theatre Association. Motion carries.
14. Foundation Report: **No report**
15. Student Organization Council: **No report**
16. VICE PRESIDENT'S REPORT-PROGRAMMING: ***Cameron Kelleher***
17. Campus Activities Board: **Cameron Kelleher**
18. Coming up this week for CAB.
19. We have finish the lyric Trivia in the Owl’s Nest tomorrow, November 20 at 8:00 pm.
20. On Friday, November 22 CAB will be hosting a t-shrit to tote event which is a crafty upcycling event.
21. If you didn’t see my email yesterday from Barbara Hand, the team sign-ups for the annual Ginger Bread House contest will be emailed to you Thursday morning at 11:00 am. There are 25 team slots available with two to four people per team. This will be taking place on Thursday, December 5 at 8:00 pm in the Owl’s Nest as well with Dunkin Donut stuff.
22. Our next scheduled meeting is Wednesday, November 20 at 5:15 in the SGA Room E017.
23. LEGISLATIVE SECRETARTY: **Elizabeth Ferrara**
24. Neighborhood Advisory Board: **No report**
25. Community Relations/Fundraising Report: **No Report**
26. EXECUTIVE SECRETARY REPORT: **Melanie Voss**
27. PARLIAMENTARIAN REPORT: **Matthew Michalik**
28. Rules and Regulations Committee: **No report**
29. Constitutional Review Committee: **No report**
30. ADVISORY COMMITTEES:
31. Advisory Committee on Facilities Planning: **No report**
32. Advisory Committee on Academic Planning: **No report**
33. Advisory Committee on Budget Planning: **No report**
34. Advisory Committee on Affirmative Action: **No Report**
35. Advisory Committee on the Westfield State Experience: **No report**
36. Search Committee for Dean of Students**: No Report**
37. COMMUTER COUNCIL AND CLASS COUNCIL REPORTS:
38. Commuter Council: **No Report**
39. Senior Class: **No Report**
40. Junior Class: **No Report**
41. Sophomore Class: **No Report**
42. First Year Class: **No Report**
43. UNFINISHED BUSINESS:
44. NEW BUSINESS: (Requires majority vote to be opened)
45. ANNOUNCEMENTS:
46. **Samuel Tsongalis**: The last day to withdraw from classes is this Friday, November 22; so make sure if you need to, do it.
47. **Barbara Hand**: I know Kaytlyn Mekal talked about the Turkey Drive and I think Lindsey had to leave a little early, but bring your money down anytime tomorrow. We’re here at 8:00 am, and I’m here until after CAB is over. If you have already collected and want to go back out, please do so. Also, if you could please count your money before you bring it down that would be helpful. If not, bring it down, and we’ll count it here, but so far we’re at about $600.00. I’m trying to see if we can get to $1,000.00 and maybe a little bit more. We’re at about 46 turkeys, and last year we donated 164, so go SGA. Go Turkey Drive.
48. **David Youngerman**: There are 178 days until commencement.
49. ROLL CALL: Lindsey Dalrymple, Scotty Howe, Daniel McElhiney, Daniel Coakley, Paige Pressey, and Steven Lyttle were absent. Joseph DeMeo sent an alternate and Jason Phillips was excused.
50. ADJOURNMENT: Meeting adjourned at 7:06 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.*