**Student Government Association Minutes**

November 29, 2016

1. ROLL CALL: Daisha Serrano, Jerry Dixon, Catitlin MacNeill, Jake Sullivan, Dianelise Acevedo and Mario Richards were absent. Jon Cubetus and Rehana Yusif were excused.
2. APPROVAL OF MINUTES FROM November 15, 2016: Minutes were approved.

1. PRESIDENT’S REPORT: ***Matthew Carlin***
2. Tonight we have Marsha Marotta the Interim Vice President of Academic Affairs.
3. **Marsha Marotta**: Good evening everyone. As Matt so nicely said, I’m the Interim Vice President of Academic Affairs. That means I sort of oversee the academic affairs of the university and one of the big things we’re doing at the moment is that the University has created an advisory committee for Academic Planning. That committee reports and makes recommendations to the president. We have two other Planning Advisory committees. One on the budget and one on facilities.
4. The Academic Planning committee this fall, is looking at the structure of academic affairs. We have a dean structure that’s very particular to Westfield. We have a Dean of Undergraduate Studies, a Dean of Education, a Dean of Faculty, and then we have a Dean of Graduate and Continuing Education, and a Dean of Academic Technology and Information Services. So we have five deans.
5. We are stretched quite thin the way we are, so what the committee is looking at is, should we keep this structure and enhance it a bit. What should we change about the structure of Academic Affairs? A common structure that’s out there is to divide the University into Colleges and each college has a dean. You might have a College of Social Sciences or a College of Natural and Social Sciences; that kind of thing. For an institution of our size that’s about three or four colleges. We’re studying this by looking at the models that are out there. Looking at what are the stresses that are on Academic Affairs the way that it is now. Looking at what our sister institutions do. There are nine state universities, six of them including Westfield are comprehensive universities and the five other ones have the college structure. We are looking at what their experience was when switching to this structure and we’re looking at how they organized themselves.
6. We’ve had meetings with virtually every academic department to see how our faculty and department chairs think about it and on our committee is Jacob Lotter. I know he has asked students for their input as well. We have talked to other institutions, we have talked with this institution, and we have this sort of information gathering piece tomorrow and Thursday, we have open forums on campus. Tomorrow, November 30 at 4:00pm, Thursday, December 1 at 12:00pm and 4:00pm. Students are welcome to come to those open forums. We staggered the times and days so that we could get as many people as we could when they weren’t in class. Everyone is welcome to those open forums and at them we will say this is what we’ve done so far, here are our next steps. The President asked for our recommendation the end of the calendar year and so we’re coming down to the wire where we will be having the discussions with all of the input we gather and taking our recommendation or recommendations to the President. I am really interested if you have any questions or comments.
7. **Andrew Morin**: I have one question about the new structure that Academic Affairs is considering and that has to do with commencement. I’m wondering if we split into five different colleges, if that will mean five different commencements?
8. **Marsha Marotta**: That’s a great question Andrew because there are so many implications of dividing into colleges that we don’t know yet. We do know that if we want to bring commencement back to campus, we don’t have a place on campus to do it undercover. We could do it in the open air, but there are potential problems because of weather. I would say this, I’m going to make a note of your question because it’s something we haven’t considered. I suppose it’s possible. We haven’t talked about it.
9. **Andrew Manchino**: You said it’s going to be beneficial to academic affairs as a whole, but how is it going to come down to our level and affect us beneficially or in some cases negatively?
10. **Marsha Marotta**: What we are trying to do is find the structure that will make academic affairs the most efficient and most productive that it can be and we know we don’t have enough personnel at the moment to do that, but rather than just add, we wanted to examine is there a model that would be more efficient. There is a lot of information out there about the advantages of Colleges to students. In the case of Colleges some people think that they are more responsive to students, you can have more targeted recruitment of students, and you can have more targeted fundraising for things that would benefit students and so on. I don’t think it would change the student experience so much as it might change the identity.
11. You know in the next couple of years one of the other things we will be doing is gearing up for a new strategic plan. If you are a junior or senior you might not see much of that, but if you are a first year or a sophomore it might make a difference to you. You might want to find a way to participate or at least follow what happens as we develop the next five year strategic plan for the University.
12. You all know the Dower Center is a little touch and go there, but we believe it is scheduled to open as we had planned in January. We will have our two bookends as the new Science Center and Dower. The next step will be Parenzo. It is probably going to need a complete renovation. It was built in the 1950s and it needs new windows, it has asbestos. Every time you turn around there is another thing you realize needs to be replaced. That’s actually very exciting, but it also causes issues because you need to decide where to place people, while it gets renovated.
13. One of the things we’re constructing is a new signature program of President Torrecilha, which is the Westfield Experience, which I think you’ve heard from others about. We develop it more and more. We just had a big meeting with all of the internship people from every academic department and career services to sort of look at how we can integrate that more fully in the Westfield Experience and increase the number of internships. Maybe we require internships or another experiential learning piece. We the Westfield State Experience will require one or two of the four experiences of civic engagement, study abroad, undergraduate research, or internships for all students.
14. **Ashley Deleon**: I was just wondering how that fits in with student teaching. We do a whole lot of observation hours so dose that fall under a subcategory?
15. **Marsha Marotta**: It does fall under that. We hope you’ll do other things too, but that does satisfy that and I think education and nursing might be the only departments that every student engages because it’s required of them. We would like to increase those numbers across campus and this meeting we just had was our part in how do we do that. What are the obstacles to increasing those numbers and how do we get more numbers.
16. **Matt Carlin**: My concern is just for the executive board. One of the four components was study abroad and specifically for Student Government, studying abroad isn’t an option because we require you to be here for the full year for your position.
17. **Marsha Marotta**: That’s a great question and we are talking about a sort of leadership component. I’m going to make a note of that because we haven’t really developed that idea yet, but I think we should talk about it. It might require you though to do some academic work around your leadership.
18. **Cam Swan**: If I do a summer internship, independent of getting credits from Westfield, say I took a paid internship over the summer, would that count toward my Westfield State Experience or would I have to do another internship during the academic year?
19. **Marsha Marotta**: When I’m talking about internships, I’m talking about university sponsored credit bearing internships. If you got a summer job that you’re thinking of as an internship, are you talking about a summer internship because you’re not getting paid? I’m not exactly sure what you mean by that.
20. **Cam Swan**: I just mean I’m applying to internships over the summer some are paid positions and some are not. You’re just at a company and you’re getting experience in the field and that’s the main point of the job, but I was wondering if it doesn’t say this is for credit if I would then have to do another one within the year?
21. **Marsha Marotta**: Right no multiple internships are highly recommended. So, no it most likely wouldn’t count, however if you wanted to get credit for that internship you could. A lot of companies won’t let you do an internship there unless you are getting credit because a lot of things come with that. There’s liability issues, all kinds of things like that, but if you wanted credit for it you could get credit for it.
22. **Gabrielle Knight**: I think that internships are really great, but for me I don’t have a car and I was able to intern with MassPirg this semester, which worked out well for me because it was on campus. If it was a requirement for people for all their majors, making sure that there was options on campus for those who can’t transport themselves would really help.
23. **Marsha Marotta**: That’s a really good point. We have some internship options on campus, but probably not enough. I’ll make sure that that’s one of the considerations and we probably have more on campus internships than you all know and if you want to know more about that I think the career center can help you with that. Also any of the academic deans can do that as well.
24. **Maddie Creamer**: I really like the whole internship idea and I think it’s really beneficial in the long run when it comes to employers because they really do count on internships and learning experiences so much. My only issue with it is fitting these internships into already busy schedules. I have a lot of friends in sciences and I’m a Business major. I have a pretty strict schedule as is and I have a minor too. I want to be able to keep my minor, but if I have to have an internship I might have issues with it. I think that that’s something that you might want to reach out to students and see what they think or maybe advertise more about having summer internships and making sure that they can get credit for it so that it transfers over. Some people don’t have time during the academic year to fit an internship in. I think that making sure the large amounts of internships are offered for the students if this was a requirement and making them know that they have this many internships that people can apply for.
25. **Marsha Marotta**: Really good points. We are trying to increase the number of paid internships that the university is helping students get. The Westfield State Experience would only require one or two of the four pieces so you could do civic engagement that can be done on campus or in the city of Westfield. It could be done in other ways as well, but you make a good point and we wish all internships could be paid and we understand students need their summer jobs. That’s why we’re trying to make opportunities be really year round if we can.
26. **Andrew Morin**: Could trust fund or work study positions count as internships?
27. **Marsha Marotta**: We haven’t gotten to that level yet. I can’t answer that question now, but I think it would be likely to at least count that as civic engagement.
28. **Matt Carlin**: I was wondering if there was any talk on reworking our website or mywestfield to make this information more easily accessible to students?
29. **Marsha Marotta**: I think that’s a great idea and it’s a little difficult to think on how to do that once something’s under construction. One of the things we talked about at this internship meeting is Career Services so that the Internship information will be there. Right now we have a decentralized internship system, it’s basically done in the Academic Departments. We could be more centralized, so that’s what we’re talking about now. Career Services does have the database and we’re talking about getting a system update that would expand that. That would only cover the internship piece though. For the other pieces certainly when we have them up and running we will have drop down menus.
30. Thank you Vice President Marotta.
31. Now I would like to welcome Dean of Students Sue LaMontagne.
32. **Sue LaMontagne**: Hi everyone. I have a favor to ask. We had a little glitch with Haven. As know you have to take the Haven online course every academic year. We got to a point where we had sent out I think seven reminders and now we’re at the point of billing and the software has a glitch in the list of which students have completed and which students have not. I sent out on Friday to 1300 students and what we discovered, we discovered the glitch when you all kindly wrote back. So we have a list of 1300 not completed who are ready to be billed and I want to thank anyone who’s responded to me saying they have already done it. Because we’ve checked over a 100 people in the last day and about 80 of those were already done. So, with your help we will get to our actual list and it will probably be more like 900 than 1300 who have actually completed and less people billed. Please have you friends or anyone who has gotten an email that has done Haven email me so that they are not billed. We purposely held off on actually putting the $50 on the bill because we kind of thought that was a high number and maybe there was a glitch and that was a good thing because now I can get to an accurate number before we put the bill on, which will probably happen in about 10 days.
33. I would like to welcome some very special senators this week. Nnedi Oranekwo, Marisa Cremin and Jon Cubetus who have all qualified and received the President’s Award for Excellence in Leadership. Let us give a round of applause for our friend’s accomplishments.
34. I would like to announce to everyone that next week will be our last SGA meeting for the semester. Though normally we would meet on December 13, I believe it would be best to use this day as a possible bonding event. A day to use for academic crunch time. However, I should also point out that if anything calls for it, we will have a meeting.
35. 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**: No Report**
4. Food Services Committee**: Shayna Arnott**
5. I have a few announcements from the Dining Commons.
6. On Monday, December 19, the D.C. will be hosting a gingerbread decorating contest. The official time is to be decided but they are thinking that it will take place during dinner.
7. Late Night Pancakes will take place on Wednesday, December 7 from 10:00pm until midnight in the D.C. I know that the water issue was frustrating for students and Dining Commons workers as well. Despite this, they did a great job of responding to the issue and last Monday, November 21, they donated three huge racks of fresh produce, bread, yogurt and more to the Salvation Army.
8. The Late Night event that the Dining Commons is planning to host in January, they would like our input on two t-shirt designs. Please put a tally below the t-shirt that you like better.
9. Don’t forget to get your chicken tenders and onion rings this Friday, December 2, during dinnertime at the D.C.
10. Health Committee: **Marisa Cremin**
11. Health Services offered free HIV & STI testing today with December 1, *World Aids Day* in mind**.** This Thursday, December 1, Ashiah Richeme, Director of Diversity and Inclusion will offer information and supply bags at the Dining Commons during lunch hours.
12. Health services has been offering free biweekly HIV and STI testing Thursday afternoons. The testing is done by Baystate Community Health Center. This service is by appointment. Only the first name of the student and cell phone number are taken.
13. **Matt Carlin**: I would like to give Marissa Cremin a round of applause for a great job on the Turkey Drive. Marissa thank you for all the work you do, I know it’s very stressful so thank you again.
14. **Andrew Morin**: I just want to emphasize how much work Marissa’s put into the Blood Drive tomorrow, so if you have time between 4:00pm and 5:00pm tomorrow, November 30, please help out and if you can donate blood please donate.
15. Parking Control Board: **No Report**
16. Student Athletic Advisory Board: **No Report**
17. Substance Advisory Committee: **No Report**
18. Community Relations/Fundraising Report**: Marissa Cremin**
19. Thank you so much for your help with the annual Turkey Drive. This year we were able to collect $2,463.65, which helped us to purchase 145 turkeys for local families. Thank you all for helping to make a difference.
20. New Hall won the pizza party with a total of $623.40. The groups that raised over $200.00 were Reps at Large, Class of 2017, Class of 2018, Class of 2019, Courtney Hall and New Hall. Units are taken care of for November for these councils.
21. Our second Red Cross Blood drive of the year is tomorrow, November 30, in the Parenzo Gym from 1:00pm until 7:00pm. Please tell your friends to come donate. If anyone is available I need 2 more volunteers from 4:00pm until 5:00pm. I’m passing around the final sheet I have for volunteers so you can double–check what time you signed up for.
22. **Matt Carlin**: I would like to give Marissa Cremin a round of applause for a great job on the Turkey Drive. Marissa thank you for all the work you do, I know it’s very stressful so thank you again.
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1. VICE PRESIDENT’S REPORT-ACADEMIC LIFE: ***Jacob Lotter***
2. I have a few orders of business.
3. I know it is fuzzy is some cases as to what to expect from professors following last week being canceled due to the water main break. If anyone has any questions or concerns, please see myself or Marsha Marotta after the meeting.
4. I spoke last time about the Academic Planning Committee open forum’s coming up this week. Marsha Marotta talked about it earlier and I have the information on those forums. Those discussions will be held tomorrow, November 30 at 4:00pm in the Scanlon Banquet Hall, Thursday, December 1, at Noon in the Scanlon Banquet hall, and again on Thursday, December 1 at 4:00pm in the Savignano Auditoriums in Wilson. It’s extremely important that we have students at every forum, and they are unit opportunities.
5. Beverly Army Williams, the director of the Reading and Writing Center has been working on putting together a workshop on How to Communicate Effectively with your Elected Officials. At the workshop you’ll be taught how to write an effective letter to your congressperson or senator and how to write a professional phone script for calling those same officials, SGA is co-sponsoring the free event, which was Cam Swan’s awesome idea. If you’re interested in coming it’ll be on Monday, December 5 from 4:00pm until 6:00pm right here in the SGA room E017
6. Academic Policies Committee: **No Report**
7. Curriculum Committee: **No Report**
8. Enrollment Management Committee: **No Report**
9. Academic Technology and Information Services Committee: **No Report**
10. International Programs Committee: **No Report**
11. Writing Liaison**: No Report**
12. VICE PRESIDENT’S REPORT-PROGRAMMING: ***Madeline Dexter***
13. Programming update**: Madeline Dexter**
14. This week is very busy for Campus Activities.
15. Tonight, November 28, CAB is hosting an open mic night named “Coffee House”. Its Theme routes from ta traditional style coffee house. We will have coffee, hot chocolate, tea and treats for everyone to enjoy. I hope I get to see some talented people at 8:00pm in the Owl’s Nest.
16. Tomorrow, November 30, in the D.C. is the second Live@Lunch. CAB has a local performer coming to entertain everyone from 11:30am to 1:30pm in the D.C. Please try to stop in around those times to enjoy the music.
17. The New York City bus trip is Saturday, December 3. For everyone who hasn’t picked up their tickets yet please do so tomorrow, so Kim Hosmer doesn’t have to do them all on Friday, December 2. You all will be leaving at 7:00am so please make sure you set your alarms.
18. The Gingerbread House kits have become available. Twelve have been picked up so far which means that we have 18 left. Please encourage your friends and roommates to participate in the contest on December 7, at 7:00pm with you.
19. Following the Gingerbread house contest is Pancakes with the President in the D.C. at 10:00pm.
20. Breakfast with Santa is this Saturday, December 3. There are two shifts on this paper. Circle K really needs volunteers and it would be great if SGA showed some support, so please consider volunteering. If you sign up for a shift, you can go into the Scanlon Banquet hall at that time and ask for Madison Babula.
21. Student Activities is also looking for volunteers for their event “Recess”. This is supposed to destress you and allow you to have some fun towards the end of the semester. I am passing-out a sign-up sheet. There are three slots available. The event will be next Wednesday starting at 1:00pm on the green.
22. On Saturday, December 3, Whip Improv will be hosting their holiday show. It is supposed to run from 7:30pm to 9:30pm and tickets are $3.00. This event will be hosted in the Owl’s Nest and is supposed to be a hoot.
23. I know right now is a very stressful time for everyone so I recommend going to Pet Therapy this Thursday, December 1 at 11:00am to enjoy some quality time with some pups. This will be on the second floor in Wilson.
24. The Dance Company has its semester show next weekend. The dates are December 9 at 7:30pm and December 10 at 1:00pm in Dever Stage.
25. CAB’s next scheduled meeting is November 30 at 5:00pm in the SGA room E017. We have recently changed locations in order to change the format of the meeting. I highly encourage everyone to join.
26. VICE PRESIDENT’S REPORT-FINANCE: ***Marcus DiBacco***
27. Finance Report: **No Report**
28. Foundation Report: **No Report**
29. SERETARY’S REPORT: ***Karina Sallaway/Rebecca Kennedy***
30. Executive Secretary Report: **Karina Sallaway**
31. This week we have a whole council of Lifesavers of the week. For their amazing contribution to the Turkey Drive, between raising the most money and helping to roll coin, New Hall Council is our Lifesavers of the week and a special shout out to Michaella Trethaway for having a lot of coupons great work all of you. See me after for your certificates.
32. Legislative Secretary Report: **Rebecca Kennedy**

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

Rules and Regulations Committee: **No Report**

1. COMMUTER COUNCIL, CLASS AND HALL REPORTS:
2. Commuter Council: **No Report**
3. Senior Class: **No Report**
4. Junior Class: **Maddie Creamer**
5. I accept the resignation of Kendall Dundar as Class of 2018 Council has an open position to fill but we will most likely wait until the new semester to hold interviews.
6. The Buzz Off for Cancer website was just created and we are beginning to fundraise immediately. If you or anyone you know is interested in being involved in the Buzz Off, please contact myself or any Class of 2018 member.
7. Our next scheduled meeting is this Thursday, December 1 at 4:00pm in Ely 020.
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**: Ryann Jerome**
14. I move to appoint Shadique Walker as a Representative to Senate for Dickinson Hall for the remainder of the 2016-2017 Academic year.
15. Lammers Hall: **No Report**
16. Lansdowne Hall**: No Report**
17. New Hall**: No Report**
18. Scanlon Hall: **No Report**
19. University Hall**: No Report**
20. UNFIISHED BUSINESS**:**

1. NEW BUSINESS:
2. ANNOUNCEMENTS:
3. **Shayna Arnott**: Can I get my t-shirt designs back?
4. **Jacob Lotter**: Open forums this week see me after the meeting if you need the dates.
5. **Madeline Dexter**: If you guys are interested in signing up just come see me after the meeting.
6. **Marcus DiBacco**: As of right now there is no Finance Committee meeting this week.
7. **Marissa Cremin**: Blood drive tomorrow, November 30 from 1:00pm until 7:00pm in the Parenzo Gym.
8. **Karina Sallaway**: Can I please get my sheet back and can I see Victoria Lind after the meeting?
9. **Rebecca Kennedy**: Just a reminder you all have 4 units due next Tuesday, December 6 by 4:30 pm.
10. **Brendan McKee**: Can I see Student Affairs Committee members over by the couches after the meeting please?
11. **Matt Carlin**: Can I see Cam Swan and Andrew Manchino after the meeting?
12. **Andrew Morin:** 17**2** Days until Commencement**.**
13. ROLL CALL: Daisha Serrano, Jerry Dixon, Caitlin MacNeill, Jake Sullivan, Dianelise Acevedo and Mario Richards were absent. Allison Bancroft, Jasmine Bobbitt, Jon Cubetus, and Rehana Yusif were excused.
14. ADJOURNMENT: Meeting adjourned at 6:32pm.