**Student Government Association Minutes**

October 28, 2014

1. ROLL CALL: Kylie Nelson, Victoria Landry, Justin Connolly, Mikayla Culley, Caitlin Macauley, Molly Romano, Christopher Charest, Brian DeMars were absent. Nicole Primeau, Rose Feraro and Tyler Hastings were excused.
2. APPROVAL OF MINUTES FROM October 21, 2014: Minutes were approved.
3. PRESIDENT’S REPORT: *Rebecca DiVico*
4. Tonight we have Janet Garcia, Executive Director of Marketing and Communication.
5. **Janet Garcia:** Hi everyone**.** I just wanted to invite you all to participate in a video, that we have coming up. The Marketing Department is working on a project that involves a compilation of students, alumni, and employers with these brief videos. Some of them will appear on the Westfield State website, others will go on YouTube and some will be combined into our admission tours. Some may even end up on television. So, there are a lot of different purposes.
6. The way that we are trying to create them is by having the same introduction and ending for each piece and then in between, to just have interview-style conversations with people. For example, over Homecoming Weekend, we interviewed Carlos Cantino, who was awarded Alumni of the Year. He got to tell us what he does, how Westfield State got him there, and that kind of thing. From your perspective, what I am hoping to do is capture a bunch of different student viewpoints on something about your experience here at Westfield State that has impacted your life. Whether it is joining a club, studying abroad, having an internship or job on campus, we want to hear about it; we really want anything about your experience here that you can speak of. It’s not scripted in anyway. It really is casual and like an interview. We will edit it down to about twenty seconds so it wouldn’t be a lengthy process for you all.
7. So, if you can think of anything that has made a difference in your life since you have been a student here, we would like to hear about it and include it in our video. I have sent around a signup sheet. We are planning to shoot the video in the studio on Wednesday, November 5th between 4:00 pm and 6:00 PM. If you’re available and want to come and help out, that would be great. I cannot guarantee that every one of the videos will be used. We are going to use as many as we can. Feel free to fill in a spot that works for you.
8. Thank you, Janet. Next we have Sue LaMontagne, Dean of Students.
9. **Sue LaMontagne**: Hello everyone. I am back to collect your “homework.” I will grab your index cards. On one side should be the top three concerns from your constituents and the opposite side should be the one thing that most of your constituents were satisfied with.
10. Please also write your constituents on the front side of your cards and also how many constituents that you spoke with. Also, please leave your name off of this. Please also put your index cards in an envelope and pass them down.
11. Because of time constraints, we are interrupting the agenda a bit and we will have the Vice President of Finance, Matthew Carlin come up to do his report now.
12. **Matthew Carlin**: I move to allocate $7275.00 to the EMS Club.
13. **Matthew Carlin**: I have a couple of speakers here to explain this Finance Proposal.
14. **Mike Tryon**: Good evening. I am the advisor to the EMS club here on campus. The proposal in front of you is hopefully going to fund an electronic patient care report system. We currently use paper to record data for the calls that we are on. Paper is pretty much obsolete. The electronic patient care reporting system has gone, pretty much statewide since 2011. There are a few small cities and towns that have limited numbers of calls that are exceptions to this. We are hoping to move in the direction of the electronic age. Essentially, the company that the funds would be given too, developed software that has quick clicking and quick reporting capabilities. We simply fill in the information, on the computer, as to what the call is about, what is going on and so forth. It is going to allow us to track our statistics better, it will give us some quality control mechanisms, and it will be able to face with the hospitals and Westfield Fire. There are a number of different benefits that this service will do to enhance our work here on campus. It will cut down on the time we have to sit and actually write our reports. As you can imagine, the EMS club is often quite busy. Our volunteers have to go from call to call to call, sometimes four in an hour, and then they have to go sit and write the report. So, hopefully with this new system, they will have some mobile data terminals in their hand and they will be able to do that live and in real time. The original proposal was about $15,000. You don’t see that in front of you because a few different things have happened since that first proposal. Westfield Fire donated to the EMS club, two Toughbook laptop computers. We had gotten some proposals for the purchase of those computers. So, we were able to negate a very high cost for those computers because the city stepped up and helped out. In addition, the Information Technology department was able to donate a desktop computer for the administrative component of this software. Also, there was some security software and the University took care of that. So, what you see in front of you is a little bit over $7,000. That money entails the software itself, as well as the licensing agreement, that goes along with it. There is an annual recurring fee that is going to be associated with this expenditure. The recurring fee is $1,700 per year. It renews the licenses and databases each year. Some of the unique feature of this program is that it allows us in real time to access different protocols. As I am sure that you are all aware, the EMTs that are responding to the calls on campus, while they have a great base of fundamental knowledge, as to what is going on with patients, there are a couple of different medical protocols that we have to follow. They are set by three different agencies, which are the Department of Transportation, the Department of Public Health and the local regional council that governs the four regions of Western Mass. So, we kind of have to satisfy all three of their requirements and protocols. One of the things that this electronic system will allow us to do, given the set parameters that we put into the system, it will give us guidance. In certain situations, we will have a protocol right in front of us for what to do for that particular emergency and that protocol will follow all three entities requirements. So, it has some cool features that will give us that extra benefit for students on campus. I could speak for hours on this, but I will take some time now to answer questions.
15. **Ryan Losco**: This is more of a question for the Vice President of Finance. This is quite clearly a big chunk of our club budget. So, perhaps one of the major concerns here is what happens if we run out of money in February? What will other clubs do?
16. **Matthew Carlin**:We actually have about $30,000 left in reserves, which is just what has been left over in past years. If we run out of money in February or at any time, we are prepared to dip into reserves if need be.
17. **Ryan Losco**: Readdress. So, we are not necessarily breaking the bank by helping out EMS with this?
18. **Ryan Losco**: Readdress. So, we are not necessarily breaking the bank by helping out EMS with this?
19. **Matthew Carlin**: No, not in the slightest. Also, be advised that these funds go on a first come, first serve basis.
20. **Aaron Sylvia**: Has EMS made any efforts to fundraise, other than the donations from the City of Westfield?
21. **Matthew Carlin**: EMS is very limited in their fundraising ability because they cannot charge for the services that they render. So, there is a lack of funds that they can actually access.
22. **Ashley Deleon**: You said that two Toughbooks were donated. Does this mean that only two people at a time can use the system?
23. **Mike Tyron**: No. Essentially, three people could use the system. And that would have to be three simultaneous calls at the same time on campus. While that isn’t unheard of, we have found that two can be mobile around campus while the third would stay in our office, as the administrative unit on the desktop. There was some discussion over how many units we would need and after thinking about it and discussing it at length, it seems that two mobile units would be the best for our campus. This is because we often respond to multiple calls at once and we have coverage over many different events at once, from sports games, to events, etc. so, in certain scenarios we could use three units but two seems to be a good middle. If one breaks down, we do have a second one to use. Another cool feature is that the system updates every 15 minutes so, if we have a call somewhere, and shifts switch in the middle of the call or something, everyone has access to the information. There are also alerts that can be linked up, so if students have an existing condition, when we type their name into the system, we will get that information immediately and be able to provide adequate care.
24. **Ashley Deleon**: Readdress. Who is covering the IT costs?
25. **Mike Tryon**: The software company is there for technical support and we always have the IT department on campus to help out as well. We are currently at 102 calls this year in relation to previous years where we have had 82 calls for the entire year. Last year, we hit 186 calls for the year. Right now, we’re at 102 and we’re two months in.
26. **Rebecca DiVico**: I just want to remind everyone that although this seems like a huge number, EMS does a huge amount of work. These are students who volunteer their time to take care of us. They are unpaid and they are a club, which is why they are here.
27. **Alex Doming**: Moving forward, how does your club plan to pay for the $1,700.00 recurring fee?
28. **Matthew Carlin**: It could be covered in a line item.
29. **Rebecca DiVico**: Matt Carlin is right. They would have to tell us about that recurring fee and it would be a discussion about whether or not to add that to their line item budget.
30. **Ryan Losco**: Thank you for the service you provide to this campus. Why has the number of calls increased so much?
31. **Mike Tryon**: A couple of things have happened over the past few years. In the past, EMS covered one night a week. Now, we cover six nights a week. You have coverage on campus Monday through Saturday and the times depend on the night of the week. We have expanded our coverage. Something encouraging coming out of this is that the number of alcohol related calls have decreased. Most of the calls that we get are medically related or trauma related. We also cover more events than we have in the past.
32. **Scott Seskevich**: True and False? This program you have could help your club to save multiple lives at one time?
33. **Mike Tryon**: The potential is certainly there. If and EMT on site could not remember one critical piece of a protocol and they had the resource available to them via this software, it could help save lives in that way. I hope that we are never in that situation, but the potential is there.
34. **Aaron Sylvia**: I’m still kind of weary about the budgetary aspect of this. Have you had any significant issues with paper records in the past?
35. **Mike Tryon**: There isn’t any real problem with the paper records, per say. None have gone missing; none have really been significantly damaged. One of the things that we run into with paper is that it does break down over time, it is hard to write in the rain, and the forms we use are outdated and difficult to read, as they are carbon copies. Handwriting also becomes an issue.
36. **Joshua Clark**: Request of Information. What kinks of HIPPA violations can occur with paper records?
37. **Alan Blair**: I’m sure you’re all familiar with HIPAA. The way we have to protect paper has gotten more and more difficult. It has to be under lock and key. As far as cost effectiveness goes, most breaches in security happen on paper. People leave their usernames and passwords lying around on post it notes or important information. Very few come from hacking into the system, especially from a Higher Education perspective. If half of the student’s records we have were breached, it would cost the University $16.5 Million before legal fees to fix the issue. A breach like that is more likely to happen with a paper system.
38. **Richard Darrach**: One reason that I appreciate your club is because 100% of the money we give you stays on campus.
39. **Mike Tryon**: Thank you.
40. **Shannon Cullinane**: I would like to hear from Chris Sorge. Do you think that using this program is going to help you tremendously?
41. **Chris Sorge**: Yes. It will make things more official and easier to alter if we make a mistake in reporting. It will also make thing easier for communication and maintenance as well.
42. **Barbara Hand**: What about your role in club sports?
43. **Chris Sorge**: Recently, they’ve been short in athletic trainers so, they’ve been asking EMS for help. We will be covering about 28 or 29 games this semester.
44. **Scott Seskevich**: Good can you show everyone a Toughbook?
45. **Chris Sorge**: Yes. This cut the cost very much. It is very tough and won’t break when it falls. It swivels and it is very convenient and helpful to us. It is meant to withstand impact.
46. **Andrew Morin**: Is there a mandate for these electronic records.
47. **Mike Tryon**: Yes. Certain towns and cities are exempt if they have limited amounts of calls. We do need this new system though, based on our numbers.
48. **Andrew Dalesandro**: Is there a plan to expand on the Toughbooks or to replace these things, as they get old?
49. **Mike Tryon**: That will definitely be on the agenda for future years. We hope that they will last at least three to four years. I am hoping that by the time they stop working, the Fire Department can donate more to us. If that doesn't work, we need to put a plan into place.
50. **Andrew Dalesandro**: Readdress: If one of them does somehow break, is there a plan to then replace them?
51. **Mike Tryon**: Not exactly, but they would have to be replaced.
52. **Courtney Keddy**: If somebody is transported to the hospital, will information be sent to the facility through the computes?
53. **Chris Sorge**: The only time we really do that is when the patient is being transported via ambulance and in that case, we would have a conversation with the paramedics and often give them notes.
54. **Courtney Keddy**: Readdress: Now that you will have the technology, will things be sent immediately to the hospital?
55. **Chris Sorge**: We will probably maintain our normal practice with the notes and conversation unless the facility requests more data.
56. **Shannon Cullinane**: If a patient gets sent to Noble Hospital but the situation is serious enough to be referred to a different facility, would you send your information then?
57. **Chris Sorge**: That would be Nobles responsibility. In order to know that they can’t handle the situation, they would have to do a complete assessment so, they would send that information along.
58. **Matthew Carlin**: I move to allocate $7,275.00 to the EMS Club. Motion carries.
59. **Matthew Carlin**: I move to allocate $707.88 to the Business Club for their annual Business Club Dinner.
60. **Ryan Losco**: Did they disclose how much money this event would cost?
61. **Matthew Carlin**: Yes, Roughly $1,500.00.
62. **Ryan Losco**: Readdress: Is the business club planning to front any of that money?
63. **Matthew Carlin**: Yes.
64. **Rebecca DiVico**: This is something that goes on every year and they always ask SGA to help out. They also do fundraisers to help with this.
65. **Matthew Carlin**: I move to allocate $707.88 to the Business club. Motion carries.
66. Before we start I would like to recognize a special guest with us today. Ryan Meersman was the Student Trustee when I was a freshman in 2011 and he was also a four year senator and he has come to see a meeting while he was in the area.
67. So every 6 years Veteran’s Day falls on a Tuesday, like this year. We will not have a meeting on November 11 or on November 25, the week of Thanksgiving. If you know of clubs who need Finance Proposals soon please let them know. I know that we can have two very efficient meetings during November.
68. This week the Executive Board will be putting up some of the finished “Who’s Your Senator” posters. I have made copies if you want them for yourself or to add them to a part of campus you would like. If you do put them in a hall you need to go down to Residential Life and get them stamped. I have some for 2015, 2016, 2017, 2018, Commuter Council, Courtney, Davis, Dickinson, Lammers, Lansdowne, Scanlon, University and two Representatives at Large. See me after the meeting to grab them.
69. There is a Guest Lecture Series on November 3 at 6:30 pm in Scanlon from Professor Ted Gilman from Harvard. He will be speaking about contemporary Japanese culture, Japanese foreign policy and the relations with the United States. It will count as a unit opportunity.
70. Thank you to all of those who volunteered for Homecoming. Homecoming was a great success and your help was appreciated.
71. Items not listed on the agenda.

1. BOARD OF TRUSTEES’ REPORT**:** *Joshua Frank*
2. All University Committee**: No Report**
3. Neighborhood Advisory Board**: No Report**
4. VICE PRESIDENT’S REPORT-STUDENT LIFE**:** *Joshua Clark*
5. Hello everyone, I hope that you had a good week.
6. First at the request of Vice President Carlton Pickron, can you raise your hands if you are planning a long weekend in November, specifically the weekend of November 7? There are classes on the following Monday but not on that Tuesday because of Veterans Day. They are trying to figure out the level of programming that they need to put on for that weekend. Thank you.
7. Straw Poll results, roughly 50%.
8. I had a good meeting with Dr. Jon Conlogue last week. He got me up to date with what was going on with the renovations that will be happening in Dickinson and Davis Halls. They are moving through the planning stages and will hopefully begin that project in the summer of 2016.
9. **Aaron Sylvia**: Is there any kind of open forum meetings that students could attend regarding the renovation of Dickinson Hall?
10. **Joshua Clark**: No, it’s basically just Residential Life holding preliminary meetings about what they plan.
11. The Student Affairs Committee met yesterday. We had a very productive meeting. The committee discussed interfaith activity, the gazebos, and activities in Health Services and about a potential pepper spray policy. Referring to Health Services, emails will be sent to students regarding incomplete health records. Please remind your constituents to make sure that they check their holds before registering because one of their holds could be because they have incomplete medical records.
12. Also, flu shots are being offered on Tuesday, November 4 for $25.00 in the Scanlon banquet Hall. Most insurance are accepted.
13. HIV/STD testing will be happening November 6 and December 4.
14. The Health Fair will be March 24 in the Garden Level of Ely. More details to follow.
15. Kim Morgan sent out an email reminding students that rosters for intramural sports are still being accepted. If you or one of your constituents wants to form a volleyball, 5v5 basketball, soccer or water polo team, be sure to email Lou Ann Simchak in intramurals.
16. Student Affairs Committee**: No Report**
17. Multicultural Committee**: No Report**
18. Food Services Committee**: Megan Doerle**
19. If you happen to see people trying to take forks and spoons from the DC, please try to stop them from doing so, we started with 5,000 of each and are now down to 800 each.
20. Apple Fest is tomorrow, October 29 during dinner at the DC. There will be butternut squash with apples, apple pizza, and apple dunking station and more.
21. If anyone has any ideas for themed dinners like Apple Fest and the Carnival Dinner, please let me know, so I can pass them on.
22. Thanksgiving dinner will be on Thursday, November 20 it is buffet style.
23. Since flu season is here, Food Committee would like to remind you to not fill your water bottles at the fountain stations.
24. **Jon Cubetus**: Is there any kind of plan in place to curb students from stealing utensils?
25. **Megan Doerle**: There hasn’t really been. There isn’t much to do. The staff tries to catch people stealing the utensils and bowls but there was talk of a buyback program, where they would just have time set aside for people to drop off their stuff, no questions asked.
26. Our next scheduled meeting is Tuesday, November 4 at 4:00 pm in the Tekoa room.
27. Health Committee: **No Report**
28. Parking Control Board: **No Report**
29. Student Athletic Advisory Board: **No Report**
30. Substance Advisory Committee: **No Report**
31. Community Relations/Fundraising Report**: No Report**
32. VICE PRESIDENT’S REPORT-ACADEMIC LIFE: *Olivia Dumas*
33. Academic Policies Committee: **No Report**
34. Curriculum Committee: **No Report**
35. Enrollment Management Committee: **No Report**
36. Campus Technology Committee**: No Report**
37. International Programs Committee: **No Report**
38. Library Advisory Committee**: No Report**
39. Writing Liaison**: No Report**
40. VICE PRESIDENT’S REPORT-PROGRAMMING: *Shannon Cullinane*
41. Programming update**: Shannon Cullinane**
42. Last week we had our Scavenger hunt. Everyone that participated had a fun time and one of our fellow senators actually won.
43. Also, last week, I sent out an email to upperclassmen about the Spring Weekend survey. I was silly enough to subject it “Important: Weekend survey” so, if you have deleted it you can come to me after the meeting. Out of curiosity how many have taken it? Can I see a straw poll?
44. At the end of the week our exec and seven cabbies will be going to NACA, a conference, to find more activities and performers to bring to campus.
45. Another email was sent out by Rebecca DiVico stating the interest in the Vice President of Programming position. I have been accepted to study in Florence in the spring. If you have any questions you can come up to me after the meeting.
46. For upcoming events, this Friday, RHA will be hosing Bingo in the Scanlon Banquet Hall at 10:00 pm.
47. There will be a pumpkin carving contest in the Owl’s Nest from 7:00 pm until 9:00 pm tonight. If you guys need a unit you could make your way over there after the meeting.
48. **Richard Darrach**: Why has the time for Brown Bag Bingo been changed?
49. **Shannon Cullinane**: We moved it up an hour because we felt that 11:00 pm was really late and that people were waiting around for the event. We decided to do a trial of having it at 10:00 pm and there hasn’t been any change in terms of attendance.
50. Our next scheduled meeting is October 29 at 5:00 pm in the Owls Nest.
51. VICE PRESIDENT’S REPORT-FINANCE: *Matthew Carlin*
52. Finance Report: **No Report**
53. Foundation Report: **No Report**
54. SERETARY’S REPORT: *Andrew Morin/Evelyn Dina*
55. Executive Secretary Report: **Andrew Morin**
56. I am having trouble hearing you on the recording. When you are asking a question, I need you to ask it clearly and loudly. When you mumble, it is very hard to hear.
57. Be sure to stand when asking a question or giving a request of information. When saying “here” be sure to be loud about it. If Evelyn Dina and I cannot here you, you will be marked absent.
58. On the upside, the report sheets are looking good. I appreciate everyone that prints your report out and I also like those who hand write them and use the actual report forms.
59. We have a senator of the week. At the very last minute, this senator accepted the arduous task of being the recording secretary of the Student Affairs Committee meeting. Not only did he feverishly take notes and ask questions when necessary, but the turned the minutes around in five hours. The minutes where very intricately detailed and accurate. A valiant effort needs recognition and that’s why Brandon Trafford has been chosen as Senator of the Week. Congratulations Brandon.
60. Legislative Secretary Report: **Evelyn Dina**
61. Units are due Friday, October 31, which is the last day of the month, and once again there are four units due for October. If you do not get them into me by Friday I will accept them until our next meeting on Tuesday, November 4.
62. Please remember that those responsible for sending me committee attendance, it is the end of the month, so please send me that as well, with your units.
63. I know it’s a little late but we’re recognizing the senators who have birthdays on the unit calendar. I’m going to add a balloon with your name on it to your birthday, so if you notice it’s someone’s birthday week you can go ahead and wish them a Happy Birthday. I just added October birthdays, up there, this week, so Happy Birthday to everyone that had a birthday in October.
64. PARLIAMENTARIAN REPORT: *Sara Palis*

Rules and Regulations Committee:

1. COMMUTER COUNCIL, CLASS AND HALL REPORTS:
2. Commuter Council: **No Report**
3. Senior Class: **Richard Darrach**
4. Mohegan Sun tickets are on sale. There are 17 tickets left and they’re going fast, so please encourage people to purchase them as soon as possible.
5. Mr. Westfield interviews begin next Monday, November 3. Keep an eye out for more information on Facebook and email.
6. The Suicide Prevention Walk is going along smoothly. We’re going to be running a two part program with the walk being the closing event.
7. **Courtney Keddy**: Request for Information: We have a donation page up so we will send that out to people.
8. **Richard Darrach**: Yes, we will have an event page going live tomorrow, October 29.
9. Starting November 10 will be the random acts of kindness week and starting November 17 will be “Awareness 4 Education” week.
10. Our next scheduled meeting is October 28 at 2:00pm in the SGA conference room 20.
11. Junior Class: **No Report**
12. Sophomore Class**: Scott Seskevich**
13. Over the weekend, the Class of 2017 had a bake sale at Alumni Weekend. We sold desert items such as banana bread, brownies and cupcakes. By the end, we made $77.55.
14. We also have our Applebee’s night tomorrow, Wednesday October 29.
15. **Shannon Cullinane**: Can you pay with Owl Bucks and still have 15% donated to your class?
16. **Andrew Morin**: Request for Information: I believe so, but I would check with your server.
17. Our next scheduled meeting is Thursday, October 30 at 4:00 pm in conference room E003.
18. First Year Class: **No Report**
19. Apartment Complex: **Chelsea Nelson**
20. We are having an event on November 2 at 11:30 pm. We will have a Breakfast Cart with Dunkin Donuts, boxes of Joe, hot chocolate and bagels with cream cheese.
21. We are also working on Wings Wednesday to happen in the coming weeks.
22. Our next scheduled meeting is November 3 at 5:00pm in the RM’s Office.
23. Courtney Hall: **No Report**
24. Davis Hall: **No Report**
25. Dickinson Hall**: Aaron Sylvia**
26. I accept the resignation of Emily Harney as Repetitive to Senate for Dickinson Hall**.** The position will be filled in the coming week.
27. Lammers Hall: **No Report**
28. Lansdowne Hall: **No Report**
29. New Hall**: No Report**
30. Scanlon Hall: **No Report**
31. University Hall**: No Report**
32. UNFIISHED BUSINESS**:**

.

1. NEW BUSINESS:
2. ANNOUNCEMENTS:
3. **Joshua Clark:** I would like to thank anyone who came to Student Affairs last Monday, October 20. Our next meeting is in November, if you’d like to join**.**
4. **Sara Palis:** Rules and Regs is meeting after this and may I see all Class Presidents**.**
5. **Matthew Carlin:** Finance Committee is meeting this Thursday, October 30.
6. **Shannon Cullinane:** Come to CAB’s Pumpkin carving contest after this and get a unit.
7. **Olivia Dumas**: Civic Engagement is having a committee meeting this Thursday, October 30 at 2:00 pm. If you are interested. May I see all the Reps at Large after this? Keep calm and know your prerequisites.
8. **Evelyn Dina**: Four units are due for October and please speak up during roll call.
9. **Michael Basmajian**: Election Day is this Tuesday, November 4. Let me know if you’d like to help out with our campaigns.
10. **Richard Darrach**: Tomorrow, October 29 is the Res Life Haunted House in Scanlon. Come check it out.
11. **Joshua Clark**: Congratulations to the Musical Theatre Guild on an amazing performance of “9 to 5” this past weekend.
12. **Rebecca DiVico**: May I see Danny Chamberlain after this meeting?
13. **Courtney Keddy:** 199 days until commencement.
14. ROLL CALL: Kylie Nelson, Victoria Landry, Justin Connolly, Mikayla Culley, Caitlin MaCauley, Katherine Robinson, Molly Romano, Christopher Charest, Brian DeMars were absent. Nicole Primeau, Rose Feraro, and Tyler Hastings were excused.
15. ADJOURNMENT: Meeting adjourned at 6:42 pm.