**Student Government Association Minutes**

October 18, 2016

1. ROLL CALL: Gabrielle Knight was absent. Victoria Lind, Ashley Deleon, and Brandon Donahue were excused.
2. APPROVAL OF MINUTES FROM October 11, 2016: Minutes were approved.

1. PRESIDENT’S REPORT: ***Matthew Carlin***
2. Our guest speaker tonight is Nicole Wes, Retention coordinator for the office of Academic Advising and Transfer Transition, please give her a warm welcome.
3. **Nicole West**: Hi I’m happy to come and talk to you all about important advising and registration dates. As you know advising is underway. We already have registration days upon us. All early registration candidates for Honors and Banacos programs are registering next Wednesday, October 26. Followed by seniors, Friday the October 28. If you have 84 credits or up you can register Friday as a senior. Then following that, the following week Friday, November 4 juniors register. Then the following Monday, November 7, we have first and second year in season athletes. If you are playing a spring sport and you’re going to be registering as a first year or sophomore you can register the following Monday, November 7. Then we have Friday, November 11 off for Veteran’s Day so sophomores won’t register until Monday, November 14. First years will register Monday, November 21, which is right before Thanksgiving break. Currently we have about 45 peer advisors staffed in the Academic Advising Center who are here to assist first year students as well as first semester transfers.
4. Jacob Lotter and I are also going to be working, this term, to try to come up with some sort of social media campaign. Jon Cubetus did a great job last year of continuing the use of the keep calm posters, but we’re going to try to get those messages, through those posters, to the class on a different format. Only because students loved those posters so much they stole them. We’re going to try something new.
5. If you have at any point during your experience in the office of Academic Advising you meet with your advisor, you enjoyed your experience, and you also want to work in our office, you can certainly come in and see me. Or on the flip side, if you had an experience in the office that you have concerns about or you want to talk to me about in a personal way, you can certainly come see me about that too. I’m always happy to help. So please let us know if you have any thoughts, questions, or concerns we’re more than happy to help as best as we can. That’s it, thank you.
6. **Jacob Lotter**: I was wondering if you could just give everybody an idea of what your job is as retention coordinator.
7. **Nicole West:**I was newly appointed back in January as the retention coordinator. I work with Dean McCartney to figure out who our at risk populations are, how we can help support those populations in making sure that they’re making connections with someone here on campus so that we can retain them. We’ve done some great work in the past three years by adopting WSU 360. It’s a software program from Hobsons University Starfish application, but we’ve rebranded it for you guys as WSU 360. It’s a really great tool that helps students stay connected with their instructors, with any advisor that they have a connection to, your athletic coach, all of that important stuff. What this is historically we require progress reports to be completed on specific populations of students. Students on academic probation, first year athletes, Urban Education program, learning disabilities program, the TRIO program, and that covers it. But what we notice is that some of our faculty members might have had a student in their course who is an urban education student on the football team who is also a member of TRIO. We adopted the software mainly to utilize it for an electronic survey system. A faculty member could raise a concern, or a kudo, for the student so that whoever was attached to that student could see that progress on that student and follow up with them. That’s one of the parts of my retention duties, is to maintain the WSU 360 system. I’m the one that makes sure it runs, sets up the progress reports, and trains faculty on how to use it, trains students on how to access it. We’ve done a lot of work this summer. We wanted faculty to get used to it first and now we’ve done a lot of hands on training for first year students. We introduced it to them during orientation, for the first time and we will be doing a lot more work. Some of you may have gotten emails from this system, if a flag is raised on you. It comes from me, it’s not generated by me, and it’s generated by the faculty member who created the flag. We’re doing some work to help make it clear for the students, but some of your faculty are also utilizing it to book their advising appointments with their students. It’s a support tool to help students stay connected at all points. We’re hoping that this helps to not let students fall through the cracks so to speak.
8. **Rhynell Christopher**: What if you got one of those emails and you aren’t playing any sports or in TRIO or Urban Ed and you’re doing really well in the course, is it that same thing?
9. **Nicole West:** It is essentially the same thing. We have a lot of faculty that when the progress survey opens they log in to see the progress survey that only lists a portion of their course. Faculty members want to make sure that all of their students are being surveyed.
10. Than you Nicole West. Tomorrow night, October 19, is the last Presidential Debate Watch Party, in the Loughman Living Room in Scanlon Hall. The doors open at 8:00pm, while the actual debate starts at 9:00pm. Dr. Smailes and Dr. Gardner will be hosting the event as they have in the past. This is a very important time in our lives and nation, so please think about attending.
11. There was an email sent out regarding the Smoking Policy for the campus. Dean LaMontagne sent it our earlier today and is should be a reminder for most of you. Please if you have the need to smoke, use the gazebos or the area in the woods near University Hall.
12. The interfaith center will have a Sukkot Celebration this Friday, October 21 at 6:00pm. The Sukkot is a Jewish Festival giving thanks for the fall harvest, and it will be a great opportunity to expand your knowledge of other cultures and religions.
13. A reminder that President Torrecilha will be here, at next week’s meeting. It is a dress code meeting so, please come dressed professionally. Also please have questions ready for the President, he is eager to talk with you and to hear your concerns.
14. **Jon Cubetus**: In Regards to the smoking policy, is the area behind University Hall a designated area or is it going to be?
15. **Matt Carlin**: It is a designated area.
16. Items not listed on the agenda.

1. BOARD OF TRUSTEES’ REPORT**:** ***Brandon Trafford***
2. I am presenting today the information shared with me at the Thursday, October 6, Board of Trustee’s meeting. What I want to do with my position here in SGA is share with the members of this room what the key action items are that took place at these Board meetings, as well as the motions that took place at the table. If you guys are interested in the exact conversation that happened at the table you are always welcome to Google our BOT meeting minutes. These are located right on our schools website.
3. The Board accepted the FY16 audit report as it was created and presented by our Finance and Capital Assets Division here at WSU. This has been sent to the State Comptroller’s Office, MA Department of Higher Education as well as the state auditor’s office. If you are interested in seeing the exact numbers in this report, please come up and see me after the meeting and I will be able to show you 66 pages worth of information.
4. In regards to Finance and Capital Assets, It is no big surprise to the people in the construction field that large projects tend to cost more than they are initially bid for. This is because as designs change and different complications arise there are additional funds needed to cover costs. This being said the estimated rollover costs to complete various capital projects on campus from last year’s budget to this year was expected to be $2.5 million. As the complications arose and things changed, it was discovered that there was an additional need to fund $2.7 million in rollover funds to complete these projects. This rollover was approved by the BOT for a new rollover balance of $5.2 Million.
5. Atop this rollover, the Catherine Dower center was in need of additional funding to complete phase one of construction. Initially the estimated costs for completing this phase were $4.3 million. The additional costs needed to support the completion of this phase totaled an additional $1.3 million. This brings our total completion price for phase one of the Catherine Dower center to $5.6 million. This $1.3 Million transaction was approved.
6. The Presidents Investiture has officially come to a close. AS I had reported on last week there was a concert for President Torrecilha last Thursday, October 13, put on by various entities of our Music Department, who I have to say did a phenomenal job. There was Jazz, Choral Performances and performances by our Wind Ensemble. All in all it was a great event. This was followed by the actual investiture on Friday Moring. Thank you to everyone who was able to attend this ceremony; I did see a few senators out in the audience so thank you for that.
7. The Board of Trustees are going to be having a special meeting this Monday, October 24 from 12:30 to 1:00pm in the Presidents Board Room per request of the president to give him an official evaluation for the work he has done over the course of this last year.
8. The next committee meetings for the trustees will be taking place on Tuesday, December 6 and the next full board meeting of the trustees will be taking place Thursday, December 15 from 3:00pm to 5:00pm in the Presidents Board Room.
9. All University Committee**: No Report**
10. 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. Some clubs that have been meeting regularly.
5. Multicultural Student Association meets Thursdays at 5:30pm in the Unity Room E023.
6. Black Student Union meets on Thursdays at 7:00pm in the SGA club room E021.
7. Latino Student Association of Empowerment meets on Tuesdays at 7:00pm in Ely 003.
8. Salsa Club meets Wednesdays at 5:00pm in the SGA club room E021.
9. Portuguese American Club meets Mondays at 7:00pm in the Unity Room.
10. Meditation Club meets on Mondays and Tuesdays at 5:00pm in the Interfaith Chapel.
11. I want to thank those of you who were interested in the Diversity and Inclusion Council. The council is now full. If you are still interested or signed up to be part of the council, see me after the meeting.
12. Food Services Committee**: Rehana Yusif**
13. Just a reminder, this week is apple week at the DC so there will be specialty items throughout the week incorporating apples, such as the apples and caramel station tomorrow, October 19.
14. We wanted to let everyone know that TJ Bistro is taking meal swipes from all four meal plans tor there to-go option during lunch time and if you have any problems, please let us know so that we can bring these issues to Andrew Mankus.
15. A few exciting changes, every Tuesday and Thursday nights, instead of the Pho noodle bowls there will be omelets. The Waffle maker will hopefully be making a return by the end of this week. If it doesn’t, I will have an update for you at the next meeting. There are now four different pizzas at the pizza station instead of three and we will be getting a new salad bar in the DC by January.
16. Shayna and I are super excited to be co-chairs of the food committee for the remainder of the year and please don’t hesitate to email us or talk to us after the meeting about any comments, questions or concerns you or your friends have.
17. **Dianelise Acevedo**: I was just wondering are there going to be more vegan and vegetarian options.
18. **Rehana Yusif**: If you are vegetarian or vegan and you do not see it out, please feel free to pull somebody aside and ask for it. The items are there, but they’re not cooked because we don’t have a huge population asking for it so they’re not put out, but they will make it for you if you ask.
19. **Andrew Manchino**: Point of Information: Also on the little cards you see at the DC above where the food is; it should say V for vegan or VG for vegetarian. If there is nobody to ask look for those because there are options for vegans and vegetarians
20. Our next scheduled meeting is Tuesday, October 25 at 4:00pm in the Tekoa Room.
21. Health Committee: **No Report**
22. Parking Control Board: **No Report**
23. Student Athletic Advisory Board: **No Report**
24. Substance Advisory Committee: **No Report**
25. Community Relations/Fundraising Report**: Marissa Cremin**
26. We had our first Blood Drive of the year on Wednesday, October 5. We were hoping to collect 100 units of blood, and only collected 66 units. Last year we had four drives, and we always made our goal of at least 100 units, and often exceeded it. There were some issues with the computer system shutting down, and people weren’t able to wait. We also had a lack of volunteers taking signups in the DC beforehand, so where we typically have about 140 people signed up we had 100.
27. Our next drive is Wednesday, November 30 right after Thanksgiving. I will have posters on November 8 to be hung up in Res halls and Academic buildings for a unit opportunity. We will have signups in Wilson and also working on getting people signed up online before.
28. I depend on volunteers for these blood drives and for the signups before in the DC. The drives are sponsored by SGA, so we all need to help run them. If everyone could volunteer for just one shift next time, and spread the word to your constituents, I know we will meet our goal of 100 units.
29. The Rays of Hope Walk & Run towards the cure of Breast Cancer is coming up on Sunday, October 30. The event is in Springfield, MA and there is a bus from Scanlon to and from the event. This event is an opportunity to get all four of your units for the month of October. If yo are interested, you will need to sign up online. Our team name is Westfield State University Team 2016. Please write down your name and email on the sheet I’ll pass around if you’re interested. Then you need to come down to SGA and sign a travel waiver by Thursday, October 27.
30. I need two student representatives to sit on the Neighborhood Advisory Board. I co-chair this committee with Jacob Lotter. We meet once or twice a semester, and our fall meeting is scheduled for Wednesday, November 9 at 5:00pm in Horace Mann. The mission of the Neighborhood Advisory Board (NAB) is to promote positive relationships and mutual respect between the Westfield State University and the community. The committee is made up of students, neighbors, city councilors and WSU Administrators, faculty and staff. Please let me know if you’re interested in sitting on this committee.
31. The Community Relations/Fundraising committee will have our first meeting on Tuesday, October 25 at 7:00 pm after SGA at the back round table.
32. **Rehana Yusif**: What time is the Rays of Hope?
33. **Chaitali Brahmbhatt**: Make sure you check your email. You have to be at the walk by 9:30 for the opening program. You should be back by 2 o’clock.

1. VICE PRESIDENT’S REPORT-ACADEMIC LIFE: ***Jacob Lotter***
2. I want to thank Nicky West for coming tonight to give an overview on advising and registration, and again if you have any questions, feel free to reach out to either here or myself.
3. The National Day on Writing is this Thursday, October 20. On behalf of the Reading and Writing center, there will be six-word memoir booths in Bates, Wilson, and the DC from 11:00 am until 2:00pm. If you sign up to volunteer, you wil get a unit. If you’re interested please let me know after the meeting. All you have to do is offer passers-by Hershey kisses in exchange for telling their stories in six-words on an index card. If you can’t volunteer, definitely stop by to write your own six-word memoir.
4. I met with Tom Raffensperger, the Dean of Academic Information Services and Library Director. Tom had a couple updates that I thought would be important for us to get word out on.
5. The library will be purchasing new laptops to replace the old ones that may be checked out at the circulation desk.
6. Tom is also working on putting together faculty grants for Open Education Resources or OERs. An OER is an easily accessible online learning tool that is set up similarly to an eBook and could essentially replace expensive textbooks in the classroom. The planning for giving faculty grants to choose OERs sufficient for their classes and how much it’ll cost are still in the early stages. That being said as he learns more, I’ll learn more, and will bring it down here as soon as possible.
7. Academic Policies Committee: **No Report**
8. Curriculum Committee: **No Report**
9. Enrollment Management Committee: **No Report**
10. Academic Technology and Information Services Committee: **No Report**
11. International Programs Committee: **No Report**
12. Writing Liaison**: No Report**
13. VICE PRESIDENT’S REPORT-PROGRAMMING: ***Madeline Dexter***
14. Programming update**: Madeline Dexter**
15. Just a reminder, Trivia is Wednesday, October 19 at 8:00pm in the Owl’s Nest. This week we have a really great Disney theme so come out with your friends, eat some pizza, and win some owl bucks.
16. Thursday is Fall Fest. This is in the Owl’s Nest from 2:00pm until 8:00pm. Come out and celebrate fall with Student Activities and CAB.
17. If you signed up for the Six Flags trip, please go sign your travel waiver with Kim Hosmer. If you know anyone who hasn’t signed theirs yet, please encourage them to come down also.
18. Our next scheduled meeting is Wednesday, October 19 at 5:00 pm in the Owl’s Nest.
19. VICE PRESIDENT’S REPORT-FINANCE: ***Marcus DiBacco***
20. Finance Report: **Marcus DiBacco**
21. Marcus DiBacco presented the SGA trust fund budget describing the Club, Club Sports, CAB and operation budget breakdowns.
22. **Maddie Creamer**: The funds that we have left, does that include the money from Lifetime Owls?
23. **Marcus DiBacco**: That has not been factored in yet.
24. **Jon Cubetus**: Way back there was a $400.00 charge for students playing music for athletics, what was that?
25. **Marcus DiBacco**: We have student workers who are doing the sound system for sports games. It’s a common practice for groups like us to give them money because they are providing a service that no one else can.
26. **Jon Cubutes**: Shouldn’t athletics be paying for that?
27. **Barbara Hand**: There are limits to what they can do within their budget and this is something that we’ve done for very many many years.
28. **Maddie Creamer:** Going back to club sports, I have a question as to where do the funds go for club sports because I know that a lot of my friends that play club sports, they have to buy a lot of things.
29. **Barbara Hand**: The funds go towards what it costs to participate in club sports. Each one of the club sports there has a phenomenal amount of money that they individually fundraise for. A lot of out of pocket expense. Everything that you’re seeing there is helping with space time and coaches. There are also league dues; it’s not a generous amount I think it’s the bare bones they need to keep the club together.
30. **Cam Swan**: WSKB $6,700 licensing fee, is that a lifetime fee or an annual one?
31. **Marcus DiBacco**: It’s an annual fee.
32. **Barbara Hand**: A lot of that goes to the engineer. We have an engineer come in and make sure everything’s ok with the equipment and if something breaks he comes in to make sure it’s ok.
33. We have a Finance Proposal this week. In a Finance Proposal, a club comes to us and asks for a sum of money. Clubs typically use Finance Proposals to gain a large amount of funding for an event or conference. The Vice President of Finance reworks the proposal and double checks all calculations. The proposal is then brought to the Finance Committee where it is discussed at length. If the proposal is approved it will then be brought to senate, you guys. I will motion to approve the allocation of funds as written out in the finance proposal. We then discuss the proposal and vote to approve it.
34. This week our proposal comes from MTG. The Musical Theatre Guild is requesting funds for the regional Kennedy Center American College Theatre Festival. This conference is an extremely rewarding experience for theatre students and we are lucky to have a few students here who are apart of MTG to explain what it means for them.
35. I move to allocate $1,753.87 from the SGA operating budget to the Musical Theater Guild to help pay for the fees for KCACTF. Motion passes.
36. **Jon Cubetus:** This kind of has to do with the budget as well, what was the evaluation that was listed on the budget compared to this?
37. **Presley Mahanna, Treasurer MTG:** In order to attend the festival we have representatives come to each of our shows that we put on. So the evaluations pay for them to come to the shows and this will be helping us pay to come to the festival.
38. Foundation Report: **No Report**
39. SERETARY’S REPORT: ***Karina Sallaway/Rebecca Kennedy***
40. Executive Secretary Report: **No Report**
41. Legislative Secretary Report: **No Report**

1. PARLIAMENTARIAN REPORT:

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: **No Report**
5. Sophomore Class**: No Report**
6. First Year Class: Bryan Pimentel
7. I move to appoint Kathryn Wickline as Representative to SGA for the Class of 2020 for the remainder of the 2016-2017 academic year. Motion carries.
8. Our next scheduled meeting is October 19 at 6:15 pm in the Unity Room E023B
9. Apartment Complex: **No Report**
10. Courtney Hall: **No Report**
11. Davis Hall: **No Report**
12. Dickinson Hall**: Ryann Jerome**
13. There is no heat in the dorm rooms because they had to shut it off to repair the pipes, we expect to have heat on by the end of the month.
14. Lammers Hall: No Report
15. Lansdowne Hall**: No Report**
16. New Hall**: Michaella Tretheway**
17. I move to appoint Aleixa Gagnon as Representative to SGA for New Hall for the remainder of the 2016-2017 academic year. Motion carries.
18. Our next scheduled meeting is on Thursday, October 20 at 5:00pm in New Hall.
19. Scanlon Hall: **No Report**
20. University Hall**: No Report**
21. UNFIISHED BUSINESS**:**

1. NEW BUSINESS:
2. ANNOUNCEMENTS:
3. **Andrew Morin**: Mr. Westfield interviews continue this Thursday and next Thursday, October 20 from 7:00pm to 9:00pm in the Unity room as well as Monday, October 24 in the SGA Club room E021.
4. **Marissa Cremin:** Please see me if you would like to sit on the Neighborhood Advisory Board.
5. **Rehana Yusif:** Apple week at the DC.
6. **Rebecca Kennedy:** If you’re going to be absent please make sure you are emailing me, not Matt Carlin. It has to be me.
7. **Brandon Trafford:** Please remember it’s a dress code meeting next Tuesday, October 25.
8. **Marcus DiBacco:** Finance Committee meeting Friday, October 21.
9. **Madeline Dexter:** Don’t forget to come to Disney Trivia tomorrow, October 19 at 8:00pm in the Owl’s Nest.
10. **Jacob Lotter:** See me if you can volunteer for six word memoir booths.
11. **Brendan McKee:** Student Affairs Committee is going to be meeting next Monday, October 24 at 1:30pm in the SGA Club Room. If have given me interest in joining I will be emailing you when I get a chance.
12. **Jasmine Bobbitt: 214** Days until Commencement**.**
13. ROLL CALL: Gabrielle Knight was absent. Victoria Lind, Ashely Deleon and Brandon Donahue were excused.
14. ADJOURNMENT: Meeting adjourned at 6:26pm.