**STUDENT GOVERNMENT ASSOCIATION MINUTES**

**October 1, 2019**

1. ROLL CALL: Jaylin Carrasquillo, Miranda Picot, Bradley Harvey and Marilyn Maison were absent.
2. APPROVAL OF MINUTES FROM: September 24, 2019
3. PRESIDENT'S REPORT: ***Kaytlyn Mekal***
4. Happy October. Unfortunately, Dan Forster will not be here tonight, so here to give us some updates on housing is Dr. Josh Hettrick. Please give a warm welcome to Josh.
5. **Josh Hettrick**: Tonight, I will not be giving my usual presentation. I will be talking about some housing updates in addition to other things. Regarding housing operation, the room change process this year has changed pretty significantly. It has been internally processed within the central office for about three or four years now, and this year it has been returned to the Residential Directors in the halls. For students that are processing room changes, they want to be connecting with the RD’s in the buildings directly to make sure that process can go as fast as possible. We have been trying to let people know that as they go through that process. Just in case you or people you know are going through the room change process, make sure that they are going straight to their RD’s that way we can make sure things are getting taken care of as quickly as possible, and people are not waiting for an extended period of time.
6. One of the biggest things that I’m excited about this year is the Thanksgiving, Winter, and Spring breaks. Traditionally, those three breaks have been largely used by either student athletes, student teachers, people with internships; in short, people who don’t get billed for being here because it is a university commitment that they are here for. Based on that and the limited amount of money that was coming in from those breaks anyway and the increasing number of students who are needing to be at the university year-round, the cost of those three breaks has been eliminated completely. It is now included in a student’s housing cost that they are paying for during the fall and spring semesters. If a student needs to stay during any one of those three breaks, all they have to do is submit the application online so that we know that they need to be here. Then, they are going to be approved automatically to be able to stay during those breaks in their entirety. That is one thing we are hoping will make a significant difference, especially for the students who need to be here throughout the entire year. Summer break is the one exception to that because it is significantly longer. When you think about the traditional halls currently it is $3425.00 per semester. This past summer, and for the past few years, it has cost $1800.00. We are looking at about 50 percent of the academic year cost for those three and a half months or so. Hopefully, that helps the students in the most need of it that need to be here during those breaks.
7. You may have heard this dropped temporarily on Friday, September 27 when the Parenzo meeting was happening over in University Hall, and they were rolling out floor plans for that. The University is looking at using Scanlon for the next three years as a swing space for Parenzo Hall. That will move some things around and impact some of the other buildings in terms of our ability to fit everybody onto the campus. The most significant change that will result is that all of the premium singles currently in Dickinson and Lammers are going to have to go back to double rooms. Currently, we have 192 additional singles on the campus, which I know has been very popular with students; but unfortunately, the only way to actually fit everybody into housing is to return all of those back to the double rooms. That is definitely going to impact people that want those single rooms, and we are going to have to go back to needing to focus on students who have approved accommodations through the Banacos Center for the remaining singles on the campus. Doing the math, it is obvious that we need to do that; but I wanted to put it out there so that if there’s questions regarding that, we can go through that as well.
8. The University as identified as part of the Westfield State Experience, also wants to return to first year student residence halls. Davis Hall this year is a first-year residence hall, and that was a last-minute change we were able to make because so few returners had signed up for it in the first place. As a next step to that process, we’re going to look at having three first year halls going into the next academic year. Based on feedback from the students, it is going to be Davis, Dickinson, and Lammers that will be the first-year halls. Courtney will be the sophomore/junior hall mainly because it leaves a traditional hall with elevator access for sophomores and juniors and the few numbers of seniors who live there. Davis Hall will then have an elevator for first-year students who need it, and Dickinson and Lammers have tended to be at the bottom of the survey results whenever we’ve done those in the past. That is why those two will also be included in that. Again, if you have varying opinions on that I would absolutely love to hear them, but that’s where the thought process is right now going into the next academic year.
9. One of the things I had said before coming down here was that we are still in the process of making decisions regarding the housing selection process. I felt bad about coming down here tonight because I don’t want to be in a position where I can’t answer the questions that you have, so I will do the best that I can. Not all of the decisions have been made regarding the housing selection process, so that is why I do not have updates for you on what that is going to entail and look like this year. Based on the feedback we got from you last year, there’s a few things in the process itself I am thinking about already. The chief amongst those is the feeling that underclassmen were getting as much, or a greater than fair, opportunity to get into apartment and suite style housing before some of the upper classmen were able to. There is a time prior to this past year where we would sort out groups of students going into apartment style housing by class year. So, if you were six juniors/seniors, then that was the first tier, and you were separated out by your randomly selected number. Then it was five juniors/seniors and one sophomore, then four juniors/seniors and two sophomores, and we went all the way down the line to divide up the entire segment of students. It has implications because students have to set their rosters and their roommate groups before the room selection nights which is challenging because sometimes you want to adjust that, and it means we can’t be as flexible with that during the actual selection nights. It was the only way we could preserve that seniority within the process, given that students want to be able to live with who they want.
10. I will tell you that last year the mixture of groups by far more diverse across class year than we’ve ever seen it. It is because we told students you can live with who you want, and you’re just going to go by the best time you have in your group. Students used that to live with the students they wanted to. The tradeoff was that some of the groups that felt they should have had an opportunity to get into the housing they wanted and didn’t were really angry about it. I will remind everybody that no matter how this process is put together there is going to be people that are angry. I talk with them regularly on a yearly basis; it is unfortunate that we can’t do something that is going to fit everyone, but it is a reality of not having the exact types of housing for every single person that wants it.
11. As far as timeframe goes, last year at this point we were already two weeks in to people knowing about the process and being able to submit applications. We’re not even there yet. Already, we are backed up from where we were last year because those conversations are still taking place. Housing will not be identical to last year because we need to make sure there is enough time for you guys to do what you need to do as part of that process.
12. **Scotty Howe**: How many beds do we have open right now and how many beds are in Scanlon?
13. **Josh Hettrick**: It depends. If you were to go by what the campus can actually hold if the rooms were set up their normal way, meaning Dickinson and Lammers all doubles the way they are supposed to be, then the campus has 2752 beds available to students. If we went by that number, then there are 300 openings on the campus right now. As it is with the reduced occupancy because of the singles and everything, we still have just over 100 open beds on the campus right now. Scanlon in its normal capacity holds 354 students. It is currently at 270 because we turned the triples into premium doubles. Currently, there’s 270 beds over there with seven openings, but its normal capacity would be 354.
14. **Mitchell McKittrick**: I have a concern about making Dickinson, Davis, and Lammers freshman only dorms. I see a lot of freshmen living in University, and I feel like that will make apartments and University Hall more competitive. If there is no option for sophomores/juniors/seniors to live in traditional housing, there will be a lot more flocking to the apartments.
15. **Josh Hettrick**: First year students don’t have priority over the upperclassmen. The upperclassmen always have first choice within the process. The problem with that where it gets complicated is if I am a junior/senior, I want to pull in a freshman, and my time is better than a group that has five juniors/seniors, then I am going to be able to pull those people in. That is what happened this past year because we gave people the opportunity to live with who they wanted to. The feeling that there is a lot of first-year students in University Hall right now has everything to do with the LLC’s. The honors section and the performing arts section is where the first-year students are; they are not anywhere else in the building. That is going to be a piece of University Hall moving forward no matter what because those two sections have been largely successful over the past several years and is continuing to grow on an annual basis. The number of upperclassmen that typically go back to traditional halls is not significant, but if those upperclassmen wanted to be able to go into Courtney, they’re still going to have first choice of Courtney.
16. **Samuel Tsongalis**: On Friday, September 27 at the Town Hall for Parenzo Renovations, they mentioned that only the first floor of Scanlon would be used. Is it all of Scanlon or just the first floor of Scanlon?
    1. **Josh Hettrick**: It is all of Scanlon for the next three years. The basement and first floor are being looked at as permanent office space moving forward after that. There are some offices in Parenzo currently that would be moved over. Originally, part of the Parenzo proposal was to turn the gym into office space as well and to completely redo that area. With your voices, it is staying as a gym, so they were short on square footage. That is where Scanlon would come in; after it being swing space, that first floor is being used to offset the loss of some of that office space in addition to the loss of Mod Hall at some point.
17. **Samuel Tsongalis**: Is there a reason you chose Scanlon over Lammers?
18. **Josh Hettrick**: Accessibility. In addition to the fact that there are two departments in there already and the Banquet Hall and meeting spaces, it is already being used partially by the university in an administrative way significantly. There are actually several trades offices and facilities already located in the basement, so it made more sense for that building. Chief amongst that is accessibility. To add an elevator into Lammers, you may have to potentially add two because of the layout which would be extremely expensive versus what will be done to Scanlon in order to get it ready for office space.
19. **Alex Dotiwala**: I was wondering if students living in their current room right now will be able to hold that room to live in it next year, or if everyone will have to start fresh?
20. **Josh Hettrick**: Last year was the first time we had ever done the same room selection. There was not a huge number of students that chose to do it. The largest problem with doing that moving forward is that if we do have three first-year residence halls, everybody in Davis, Dickinson, and Lammers won’t be able to do it. It would only be the students who are living in Courtney Hall, which would seemingly give an unfair advantage to those students over the students living in other buildings. I am open to anything if people think it is something to take a look at and continue to try to do.
21. **Elizabeth Ferrara**: I know you had said the housing process would be different this year and not all the logistics were worked out, but did you know around when it will be?
22. **Josh Hettrick**: That is the piece we are still trying to figure out. There is the combination of not wanting it to be as late as it has been in previous years, having it at the beginning of April gave people a lot of anxiety of not knowing what was going to be happening the following year until the last month of the semester, while simultaneously acknowledging that students had a lot of feedback regarding the process last year. I would imagine there will be some middle ground in there, but it is still being teased out by the university. I do not have a set timeline yet.
23. **Ashiah Richeme**: With the split of housing being Enrollment Management, when you are saying you are having discussions with housing selection, is that within Enrollment Management or talking with Residential Life Engagement?
24. **Josh Hettrick**: Most of the conversations that I have had have been with Dan Forster, Vice President of Enrollment Management, but I know that Dan and Dr. Gloria Lopez are regularly having conversations about all of this. Jen Gould, the Associate Director for Residential Engagement, and I talk on a daily basis. I think we are constantly talking to one another, but there is definitely an occupancy and enrollment management focus and a student development and programmatic element in those conversations being contributed by both sides.
25. **Ashiah Richeme**: With the renovations in Scanlon, do you think permanent offices being on the ground floor of Scanlon and the basement area are going to affect the lounge and laundry area?
26. **Josh Hettrick**: That is still being looked at. We had a meeting today where the floor plans have changed slightly again, so they are still in the development and planning phase for what that area will look like on the first two floors. There is a feeling that it doesn’t make much sense to have a laundry room and large lounge on the basement level when the first floor and basement will be office space. The students would be on the second and third floors. We are looking at what it would look like to move the laundry room up to the second floor potentially, but that is still being looked at and priced out. There is no determined plan yet. Underneath the banquet hall is currently storage but is not planned to remain that way.
27. **Audrey Therriault**: You mentioned previously about possibly allowing upperclassmen to do the same room selection for the same year. Is there a way you would survey the campus community or open up office hours to have specific student meetings as this process is taking place in order to avoid what happened last year?
28. **Josh Hettrick**: I have no problem getting student feedback anytime students want to offer it. We need to do that ahead of the process though because once laid out for students, it must stay consistent for everybody, so we are not changing the rules on people halfway through. That is one of the reasons I am here to make sure we are taking into consideration where you guys are at and what you are looking for as far as the process itself goes. We have done surveys annually; I have held off on that this year because in order to do that survey we have to have an idea of what we want to do with housing selection to get feedback on specific components.
29. **Dr. Gloria Lopez**: Going back to the breaks: depending on the demand, have conversations included the potential of needing staff in place of the event of emergencies or things like that we may not have had in place before with this?
30. **Josh Hettrick**: In the past, Residential Life had staffing during those breaks. It was not the same as RA’s doing rounds, but we still had the RPOD, Public Safety, Facilities are still operating. When we’ve had things arise in the past, we’ve been able to respond to those pretty quickly. We include in the materials that there are a reduced number of services available during those breaks, such as Dining Services. If the volume rose significantly, we would probably need to have a more in-depth conversation about it at that point. I do not think it will necessarily increase the number of people here, it will just make it easier for the people that need it most.
31. **Cameron Kelleher**: Will first-years be required to live in just the residence halls designated for first-years?
32. **Josh Hettrick**: Those halls will be the ones available to them because the other five halls would be kept for you all. Returners would be selecting University, the Apartments, New Hall, and Courtney. In all honesty, those will get filled. Having availability for first-years in those buildings will not be realistic. Besides those buildings, the LLC’s in University Hall will still be open for some of the students, but the goal is to get them into those three buildings for an intentional focus on them as first-years, their development, and getting them acclimated to college for the first time. That is all being done through the Westfield State Experience.
33. **Kaytlyn Mekal**: When will Lansdowne be officially offline?
34. **Josh Hettrick**: Lansdowne’s lease with the university is up at the end of the academic year in May 2021.
35. **Audrey Therriault**: Does that mean people are still living in Lansdowne the next academic year, or is that being closed off even though the lease remains?
36. **Josh Hettrick**: We reduced the occupancy down there this year because of overall reduced occupancy on the main campus and budget concerns. I would expect we will have to look at this again next year, but that is still a conversation that needs to be had.
37. *Thank you Josh.* I move to appoint Gift Madu as the SGA Vice President of Student Life for the remainder of the 2019-2020 academic year. Motion carries*.*
38. I move to appoint Ashiah Richeme as an SGA advisor for the remainder of the 2019-2020 academic year. Motion carries.
39. I move to appoint Mitchell McKittrick as University Hall Rep to Senate for the remainder of the 2019-2020 academic year. Motion carries.
40. Congratulations to all of you. Just to let you know I will not be holding my office hour for this Friday. I will be attending the Student Advisory Council meeting at Framingham State, so I will be holding an extra office hour next Tuesday from 4:00 pm to 5:00 pm. to make up for this.
41. I would like to let you guys know that we are actively looking for a Representative from the Student Athletic Advisory Council and from Veteran’s and Military Services, so if you know anyone that would like to represent either of those areas, please let me know so I can reach out to them, or let them know to contact me.
42. I will be passing around a contact sheet for new senators.
43. Items not listed on Agenda:
44. BOARD OF TRUSTEES' REPORT: ***Thalita Neves***

A. All University Committee: **No Report**

B. NEASC Steering Committee: **No Report**

C. Strategic Planning Committee: **No report**

D. Student Advisory Council: **No report**

1. VICE PRESIDENT'S REPORT-STUDENT LIFE:

A. Student Affairs Committee: **No report**

B. Diversity/Inclusion Committee: **No report**

C. Food Services Committee: **Kelson Burke**

1. I wanted to let everyone know to be on the lookout for apple related products this week as it is apple week in the DC. Just a few examples there are apple desserts and apple cider that you can get right now.
2. I’d also like to let everyone know that if you want more food at any of the stations in the DC, do not hesitate to ask! Although there are some responsible limits to this idea, most of the stations, such as Specialty and Chef’s Table, are allowed to give you more.
3. I wanted to conclude with that, just like last semester, silverware and small wares are disappearing at an alarming rate. If you guys could just spread the word on how quickly the small ware and silverware are going that would be great. The DC says that they just want their dishes back.
4. **Ethan Goodfellow**: I have heard that some students are confused if you can use swipes at other dining locations on campus besides the Dining Commons, like using a swipe to pay for a meal at Wilson or Ely Harvest.
5. **Elizabeth Ferrara**: Yes, you can use meal exchange if you have the Commuter/On the Go plan. If you spend $8.50 at Harvest, Wilson, or locations that take dining dollars, you can use a meal swipe instead.
6. **Ashiah Richeme**: A couple of students in the Muslim Student Organization or Muslim faith were saying that there is no Halal meat, so often they cannot eat meat in the Dining Commons. Maybe you could bring that up to see if they have an option for a Halal meal, so Muslim students could eat meat.

D. Parking Control Board: **No report**

E. Student Athletic Advisory Board: **No report**

F. Substance Advisory Committee: **No report**

G. 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 Curriculum Committee met on Friday, September 20 and we made decisions regarding the Education, Sociology, Theatre, and Phys Ed departments. The biggest change is the Frisbee course will be offered as a course, it is no longer going to be piloted. The course name is up for discussion, the term "Frisbee" may bring about a trademark issue.
3. Then the Sociology department is making adjustments to the program, so at the next meeting, there will be representatives to discuss those changes.
   1. Enrollment Management Committee: **No report**
   2. International Programs Committee: **No report**
   3. Academic Technology and Information Services Committee: **No report**
4. VICE PRESIDENT’S REPORT-FINANCE: ***Kelson Burke***
5. Finance Committee: **No report**
6. Foundation Report: **No report**
7. Student Organization Council: **No report**
8. VICE PRESIDENT'S REPORT-PROGRAMMING: ***Cameron Kelleher***
9. Campus Activities Board: Cameron Kelleher
10. Just have a couple updates on some programming that will be coming up.
11. Bingo is this Friday, October 4 in Scanlon Banquet Hall at 10:00 pm. The grand prize is a wireless pair of beats headphones! Definitely come check that out.
12. If you purchased a Six Flags ticket for this Saturday, October 5 the busses will be leaving in front of Scanlon banquet hall at 4:30 pm and leaving Six Flags at 9:00 pm. So, get there early.
13. Next week CAB won’t be doing much do to the nitty gritty work of planning and building the Haunted House which is on October 19.
14. Our next scheduled meeting is on October 2 at 5:15 pm in the SGA room E017.
15. LEGISLATIVE SECRETARTY: **Elizabeth Ferrara**
16. Neighborhood Advisory Board: **No Report**
17. Community Relations/Fundraising Report: **No report**
18. EXECUTIVE SECRETARY REPORT: **Melanie Voss**
19. Last week, four senators went above and beyond by attending the forum on Parenzo Hall renovations on Friday, September 27. Please join me in congratulating Jason Phillips, Ariana Torres, Audrey Therriault, and Olivia Houde on being Life Savers of the Week. Please come get your certificates after the meeting.
20. PARLIAMENTARIAN REPORT: **Matthew Michalik**
21. Thank you for electing me to this position, like I had said last week I am planning on implementing some of my ideas to improve the Parliamentarian position and improve the constitution making process as well as the upkeep for all of the clubs. If anyone is interested in learning more about what the job of Parliamentarian is or any questions about the constitutional process feel free to come and talk to me after the meeting or you can send, me an email at [parli.sga@westfield.ma.edu](mailto:parli.sga@westfield.ma.edu). Also you could come see me during my office hours which will be held on Tuesday’s from 4:00 pm until 5:00 pm and Thursday’s from 2:00 pm until 5:00 pm, except for this week I will only be there from 2:00 pm until 4:00 pm.
22. Rules and Regulations Committee: **No report**
23. Constitutional Review Committee: **No report**
24. ADVISORY COMMITTEES:
25. Advisory Committee on Facilities Planning: **No report**
26. Advisory Committee on Academic Planning: **No report**
27. Advisory Committee on Budget Planning: **No report**
28. Advisory Committee on Affirmative Action: **No Report**
29. Advisory Committee on the Westfield State Experience: **No report**
30. COMMUTER COUNCIL AND CLASS COUNCIL REPORTS:
31. Commuter Council: **Victoria Ricciardi**
32. I move to accept Liza Cannamela as a Representative to SGA from the Commuter Council for the remainder of the 2019-2020 academic year. Motion carries.
33. Senior Class: **Ethan Goodfellow**
34. Just a reminder that tickets are on sale for the Senior trip to Mohegan Sun on October 26. Tickets can be found on the Westfield tickets, under the Class of 2020 tab. Tickets are on sale until October 24 or until tickets run out, they are $15.00. Your ticket gets you a seat on the bus and a $10 gambling voucher and a meal voucher. The busses leave from Scanlon Hall on October 26 at 4:00 pm and leave Mohegan Sun to return to Westfield at 11:00 pm. This trip is only open to Seniors, and it is a 21 plus trip and you must take the bus to Mohegan Sun.
35. Senior Sweatshirts are on sale until November 10. You can get yours for $25.00 at Westfield Tickets under the Class of 2020 tab. When you check out you will have the option to add your name to the sleeve for no extra cost.
36. Our next scheduled meeting is October 2 at 12:30 pm in the SGA conference room E020.
37. Junior Class: **No report**
38. Sophomore Class: **No report**
39. First Year Class: **No report**
40. UNFINISHED BUSINESS:
41. NEW BUSINESS:
42. **Samuel Tsongalis**: I move to open new business. Motion carries.
43. New Student Orientation Presentation was given.
44. **Elizabeth Ferrara**: I move to close New Business. Motion carries.
45. ANNOUNCEMENTS:
46. **Kaytlyn Mekal**: The first career fair is tomorrow afternoon. Thalita Neves has a sign-up sheet. If you want to sign-up to help, please see her after the meeting. There is another one on Thursday, October 10. If you want to help out at that one, please see Thalita Neves.
47. **Kelson Burke**: Fall semester SOC is this Thursday 4:00 pm -6:00 pm. If you are part of a club, be sure that one of your advisors and one member comes. It is mandatory.
48. **David Youngerman**: 228 days until commencement.
49. ROLL CALL: Jaylin Carrasquillo, Miranda Picot, and Bradley Harvey were absent.
50. ADJOURNMENT: Meeting adjourned at 6:45 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.*