**STUDENT GOVERNMENT ASSOCIATION MINUTES**

**October 22, 2019**

1. ROLL CALL: Jaylin Carrasquillo, and Miranda Picot were absent. Audrey Therriault was excused.
2. APPROVAL OF MINUTES FROM October 15, 2019: Minutes were approved.
3. PRESIDENT'S REPORT: ***Kaytlyn Mekal***
4. First up tonight we have Junior Delgado Director of Career om the Career Center to give us some updates on the department. Please welcome Junior.
5. **Junior Delgado**: Hello everyone. I am excited to be here. I am Junior Delgado, Director of the Career Center and just wanted to provide you some information on the Career Center, take any questions you might have, and just let you know who we are, what we do on campus, and how we work for students.
6. We are located over in Lammers Hall. We are open every day Monday through Friday 8:30am to 5:00pm. We meet with students in individual appointments. Some of those appointments are as short as 15 minutes, and no longer than one hour. We book our appointments on the hour. We also have a couple of days where we do walk-in hours. These are 15-minute appointments where you don’t have to sign up, you don’t have to call us. You can just drop in. We do those in the morning, and the same in the afternoon. They typically take place on Wednesdays and Thursdays.
7. I passed out a card to everyone. That does provide some of the services in our office, so everything from working with you on mock interviewing, which we have found in talking to students that does make people super nervous, to stand in front of people, talking about yourselves and your skill set. We also do resume and cover letter development. We will not write it for you, but we will help you craft it, create it and put it together, or critique it. Some of the other things are classroom presentations, last year we did 84, and we also work with some of the student clubs on campus such as Communications and Business. We have done some presentations as well for them specifically on how to prepare for career fairs as well as LinkedIn, probably one of the number one networking tools in the country. Of Westfield State current students and alums, there are about 23,000 people on the site. Those are all Westfield State connected.
8. Another part of what we do as well is work with students when you’re thinking of graduate school and moving on from Westfield and seeking addition education. We will work with you on advising, how to look at the process, what is involved, what types of tests are required as well as what schools look for in types of candidates.
9. We also work with professional networking nights. We will take about 15 different academic disciplines or majors and create specific networking nights where we invite alumni and friends of the university. This Thursday, October 24, we will have the Arts, Music, and Theatre networking night in the Dower Center from 5:00 pm-7:00 pm. I believe there are about 15 alums returning to campus to talk to students about their careers, how they got there, what they like about what they do. It is great information for anyone who is interested in that area or want to know a little bit more.
10. We also produce three Career Fairs here on campus. We have Government, Criminal Justice, Non-Profit career fair in October as well as a Business, Communication, Technology fair. Every spring we do our annual Job and Internship fair
11. The one thing I really want to dispel as a myth on campus is that we are really only a Career Center for students from Western Massachusetts. We travel extensively. We visit other institutions that have Career Fairs to talk to employers and bring back those opportunities to campus. You might ask where we post those opportunities. There is a card in front of you that is half white, half green. That is Handshake, a platform that we use in our office. About 825 schools across the country are using it. The last institution I know that signed up on it was the students from MIT about a month ago. The reason employers love Handshake, and I think it is a super benefit to students, is that if you are an employer, you click one button and your posting goes to all 825 schools. The one thing I always share with everyone at every presentation is that we in the office get a little stressed with Handshake because every opportunity that comes into the office has to be approved by us manually. It is a way for us to screen activities and make sure they are fit for students. We take a look at those very carefully and approve every opportunity that comes into the office.
12. If you still don’t know who we are, you can flip over the card in front of you that has the globe, and it gives you a brief snapshot of all the things we did last year from the career fairs to the classroom presentations. One thing that I think is important to note is the last system that we used for 12 years prior to Handshake, at our highest peak in one year we had 6,000 opportunities added to that system. In about 19 months of having Handshake, you can see the number has almost tripled to about 20,000 something.
13. Again, there is a team of us: Giselle, Dino, Jennifer, Sharon, and Lori. We are here to help you, answer questions, or help you make an appointment. On the paper in front of you our phone number and office email are on there. You can contact us or walk into the office and schedule an appointment. Our walk-in hours you don’t need to schedule an appointment, you can just walk right in and we will take you first come first serve.
14. **Matthew Michalik**: Do you guys have any services available for mentoring or mentorship opportunities on campus?
15. **Junior Delgado**: One of the things we’re doing, which is part of the Career Center but also part of the Westfield State Experience, is something called Go-To mentors. We are starting to work with some of our first-year students in first year only courses and providing specific mentors or individuals to contact with a question. Certainly, one of the things we will work with students on is if you want a mentor, we will try to connect you to an alum either by coming to a career fair, or visiting one of the alumni/professional networking nights, and then use LinkedIn to find some of our alums to provide students with information. So, if you are interested in an opportunity with Computer Science on the eastern portion of the state or New York City, we will try to identify alum who work in that area that we can connect you with.
16. **Thalita Neves**: What was some of the feedback you got from the career fairs you had around two weeks ago? I know everybody who left had to fill out a card saying what they thought. I went to the Criminal Justice fair and noticed a heavier amount of police departments. I know in past years there has been more of a mix.
17. **Junior Delgado**: The feedback has been positive from staff and a lot of folks that attended. We never know what we are going to get for organizations. Some years it is much less police and more human service or non-profit related organizations, so it just depends on who signs up for the event. Sometimes we do try and take a certain number of organizations, but this was our largest event. We had 111 organizations that came to campus. I will share that the government, non-profit career fair is the largest career fair in New England and the second largest on the eastern seaboard of its kind. The only other school that has a larger government and criminal justice career fair is John Jay University in New York City because they have 160 organizations that come from New York City. A lot of the individuals within organizations who came to our campus were alums from Westfield, and some of those folks traveled as far as two and a half to three hours to speak to students here.
18. **Elizabeth Ferrara**: If a student is to make an appointment with the Career Center, what should they bring to that appointment?
19. **Junior Delgado**: It will vary on what type of appointment. If it’s a resume appointment and you have never created a resume, we will have that conversation with you from the start as to what goes into a resume, what types of things are required because there is a lot of different information you can put in. This ranges from your education, experience, volunteer work. If you have an appointment to discuss graduate school, you need to bring in a list of at least some schools you are thinking about. If you do not have schools yet but have a particular idea of what you want to study, we will advise you on schools to take a look at. It truly does depend on the appointment for what to bring into the office.
20. Thank you Junior. Next we have Dr. Tammy Bringaze, Director of the Counseling Center, to giveus some updates. Please welcome Dr. Bringaze.
21. Dr. Tammy Bringaze: Thank you all for inviting me down tonight. Over the summer, I talked to the Executive Council. I wanted to have the chance to talk to you all about our new system. Issues with university counseling centers are happening all across the country, and our university is not unique to this in any way. I am on a Director’s list, and every year the directors are saying how we cannot meet the needs of the students coming in. Counseling Centers simply can’t keep up with it. Every year my staff and I talk about how to handle this. We have looked at different triage, different walk-ins, and different systems.
22. Brown University has been getting a lot of positive press on a system they initially called same day appointments. I went to a couple presentations where the director at Brown was talking about it, and I thought about it. Dr. Lopez was very helpful allowing us to bring that director here to do a training. So, we have taken the model at Brown University and implemented it here at the Counseling Center.
23. The model for therapy counseling has not changed much over the years. Typically, clients come in, make an appointment that has historically been a clinical hour, and meet weekly. Brown University did a lot of on-the-ground research and talking to students. They found that students claimed to not need a clinical hour or ongoing therapy. Rather, they wanted tools and strategies to help manage anxiety, which is the highest presenting issue by far on college campuses. Brown University implemented 30-minute sessions where students could walk in and see someone the same day.
24. This is similar to a walk-in clinic for physical health issues. While it may not be my doctor or a doctor I choose, if I call early in the day then I am able to be seen that day by someone. Our model is similar. If you walk in earlier in the day, we can provide you a same day appointment. As the day goes by, those appointments may get filled.
25. This model can be compared to a sandwich. For the first and last three weeks of the semester we do not schedule appointments; it is same day appointments only. You will walk in and make an appointment to be seen at some point that day. It may not be in that moment because other students are also walking in, but we will be doing same day appointments only for those first and last three weeks. For the middle of the sandwich, where we are right now in the semester, each counselor does one same day appointment and the rest are scheduled appointments. Some appointments are reserved for same day and some are scheduled in advance. So, you now can walk in for a same day appointment or walk in and schedule an appointment for another day.
26. If you look at this time last year, we had 193 people on the waiting list. The waiting list meant you are on the list waiting to have an appointment be scheduled, not that you are waiting for your scheduled appointment. There is no action taking place. The average time on that list was 8 working days. This time last year, we saw 416 students. This year, we have seen 488 students and no wait. You may not be able to walk in late in the day and request an appointment at that moment, but you can walk in and schedule an appointment for a time convenient to you.
27. Some disadvantages are that we cannot see everyone for traditional one-hour appointments. This does not mean some people don’t have those one-hour appointments, but that is something worked on individually with your therapist based on the situation. There are many situations here where a short appointment works very well. When dealing with a deeper issue like trauma or grief, we will accommodate your needs.
28. So far, I believe the new model has worked well. Our no-show cancellation rate has gone down from 9% to 6%. I think we are using our time more efficiently. It is not a perfect solution; there will always be a day or time where a student walks in and cannot get an appointment at the exact day and time requested. If there is a crisis, we always have someone on back up to deal with this.
29. That is an overview of where we are, and the different approach we are utilizing. I was discussing with Dr. Lopez that we need to make sure we are providing good service to people and at the same time make sure staff aren’t feeling too overwhelmed. From students so far, it seems like they are satisfied as well. I am looking to do some focus groups a little further in the semester for students to talk to us about their thoughts and observations on the new system.
30. **Thalita Neves**: I was wondering if the system you use tracks the people who go to the center but are either too late in the day or just get turned away, so they are not necessarily on a wait list but can’t be seen at that moment or schedule an appointment.
31. **Dr. Tammy Bringaze**: I don’t necessarily track it. I will say that we can’t do it today, what works best for you for scheduling, what can we do to help you. I don’t believe it happens very often though. We do only have a staff of six people, so if something happens we have less people available. If you are hearing from students that it happens often, please let me know. If you have any concerns as well, you can talk to me, someone else in the office, Dr. Lopez. We want students to feel heard and be supported in the best way possible.
32. **Matthew Michalik**: I know before you had a 7-session limit. Since the time of appointments has changed from a clinical hour to 30 minutes, how has the session limit been affected? Do you start billing insurance at any point?
33. **Dr. Tammy Bringaze**: We never bill insurance. We have gotten rid of session limits too. There are no formal limits in that sense.
34. **Cameron Kelleher**: I think you said that if a student can’t get an appointment that day then you will schedule them for another day?
35. **Dr. Tammy Bringaze**: Yes, that is an option. If you want to be scheduled, I will ask if there is a specific counselor you want to see that may affect scheduling options or you may want to walk in again on a different day.
36. **Cameron Kelleher**: Does that take away from available same-day appointments for students who walk in the next day for a same-day appointment?
37. **Dr. Tammy Bringaze**: In the middle of the semester, we have a combination of same-day and advanced scheduled appointments. The same day number is much smaller now because each therapist is only doing one maybe two same-day appointments, and the rest are scheduled because that is where the demand is now. Around Thanksgiving, we will be doing only same-day appointments again. Chances are that whatever day you come you will be seen, unless you come at the very end of the day.
38. **Elizabeth Ferrara**: It seems like the check-in counseling is going well. I was wondering if there is anything you would change for next semester or next year.
39. **Dr. Tammy Bringaze**: There are definitely some things we will probably need to change. I feel like we haven’t had enough time to really look at it because there has been a lot going on. One of the discussions we will be having is if the papers students fill out right before every appointment are working for everyone. Does it give therapists enough time? Are students advocating for themselves? If you are in a crisis or having harmful thoughts, we hope students will advocate for themselves and communicate they need to see someone today. I will be talking to my staff and doing focus groups, so if there is something that comes up, we will definitely be looking at it.
40. **Elizabeth Ferrara**: You said you don’t do the screening for a crisis process when students come in. How do you determine if someone is in crisis?
41. **Dr. Tammy Bringaze**: Before an appointment, you will always fill out those sheets of paper about how you are feeling. Our secretary may also ask if there is a crisis when you come in for a same-day, and we don’t have any left. We also want students to advocate for themselves and let us know if there is an urgent issue. Maybe that is something we should be asking all the time. The model is trying to parallel how they set up urgent care centers, but that doesn’t mean it can’t be changed.
42. **Matthew Michalik**: Last year, Noble had been talking about getting rid of their crisis wing in the hospital. How does that change the way we deal with crises? Do they still go to Noble and see a crisis counselor there?
43. **Dr. Tammy Bringaze**: The in-patient Psychiatric unit at Noble was proposed to close in two years. It was being taken over by a private company. Last I heard, there was a hiatus to that process because there was some research from the Recovery Learning Center that found out that this company who planned to open this private hospital had allegations of abuse and neglect. They put a stop to that process, and I don’t know how long that will be. For practical reasons at this point, our relationship and our day-to-day with Noble has not changed. I feel very fortunate to have a great relationship with the folks in that unit. If our students end up going there, their friends can visit them, their therapist can visit them. Before being released, we go and meet with the student as part of their discharge plan with maybe a family member or their social worker. We ask how we can help them transition from a very protected, intense environment back to school.
44. **David Youngerman**: Is there any academic accommodations for students that experience mental health issues? I know it is very difficult to live with these issues, so school can be particularly difficult.
45. **Dr. Tammy Bringaze**: Yes, you can have accommodations the same way you would approach a physical accommodation. You can go to the Banacos Center and fill out the necessary forms. Typically, a physician or mental health provider will support that too.
46. **Kaytlyn Mekal**: As students, we live here and don’t go home. I was wondering if there was a possibility to ever change hours for your staff, so instead of 9:00 am-5:00 pm something similar to 11:00 am-7:00 pm because some students cannot make the 9:00 am-5:00 pm time as we are in classes.
47. **Dr. Tammy Bringaze**: In order to do that and do it well and appropriately, you would likely have to have a bigger staff to do it. You have to always have two licensed professionals on staff. We are already finding with our size staff that we are getting pretty exhausted. We have got to find ways to stagger time, but with a relatively small team it is more difficult. That is a significant concern though, so I wish I had a better answer for that at this time. Every counselor is also on call in the evenings for crisis. In some ways, some folks are working 24/7.
48. **Elizabeth Ferrara**: Do RD’s have to call the counselors on call? Or can students call them?
49. **Dr. Tammy Bringaze**: For counselors on call, it needs to go through the crisis protocol for safety reasons. We want to make sure that there is a responder there at that time, if that is Campus Police or a Residential Life professional.
50. **Gift Madu**: Is there any follow up protocol for students you have met with in the past to check on where they are now?
51. **Dr. Tammy Bringaze**: For the most part, follow-up is based upon what you and your therapist decide. It is primarily client-driven. It is similar to a physical health issue where you schedule a follow-up. If it is not what we would call an at-risk situation, I will trust your judgement to follow up with me. If it is a person who is at risk, has thoughts of harming self or others, or just not functioning well, most of us will make sure we follow up again. If we know a student personally from therapy and you miss an appointment, I will call you and ask how you are. All we have to go on is what people tell us. I can’t act on anything other than what people tell us, that part about self-advocacy.
52. Thank you again for coming down.
53. I accept the resignation of Audrey Therriault to the Rules and Regulations Committee for the 2019-2020 Academic Year. For all Juniors we will be holding elections to fill your class’ position on Rules and Regs Committee. Just a reminder Rules and Regs Committee review and approves club and organization constitutions, including the SGA Constitution. Rules and Regs meets after the SGA meetings on Tuesdays. If you’re interested in this position, please have someone from your class nominate your next week.
54. We will not be holding the Constitutional Review Elections. Just a reminder, Con Review reviews the current constitution and bylaws, and puts together recommendations for amendments to the constitution and bylaws. Although students are on con review and will be making recommendations, senate will be the final vote before they get sent up to Rules and Regs. Matt Michalik will be sending out a doodle poll to figure out the best meeting time for Con Review. Are there any questions before we get this started?
55. I open the floor for nominations for the Senior Class.
56. Ethan Goodfellow was nominated and accepted to Constitutional Review for the Senior Class.
57. I open the floor for nominations for the Junior Class.
58. Mitchel Mckittrick was nominated and accepted to Constitutional Review for the Junior Class.
59. I open the floor for nominations for the Sophomore Class.
60. Lyndsey McNulty was nominated and accepted to Constitutional Review for the Sophomore Class.
61. I open the floor for nominations for the First Year Class.
62. Aaron Lessing was nominated and accepted to Constitutional Review for the First Year Class.
63. I have a few reminders for you tonight*.*
64. Our SGA meet and Great will be next Monday, October 28 from 5:00 pm until 6:00 pm in the lobby just outside the doors. We will be having pizza and refreshments, and we will be having a voter registration table so students can register to vote quickly and easily. I ask that you come down if you can to get to know the students on campus.
65. Westfield State will be hosting the Mayoral Debate next Tuesday, October 29, in Dever Auditorium starting at 6:30 pm. Please go after next week’s meeting if you can to support our Owl Alum.
66. This week in Dever Auditorium, Higher Ed Higher Ground will be hosting a one-man show called *The Trouble with My Name,* on Thursday, October 24 at 6:30 pm, if anyone would like to attend Dr. Lopez has highly recommended this performance, and she personally knows the actor.
67. The Business Department has asked me to find a few students to sit on the Department’s Curriculum Committee. They will only be meeting a few times a year, and they are looking for a sophomore or junior that will be able to sit on the committee into next year. If you’re interested in the position, please let me know and I can get you in touch with the right people.
68. Items not listed on Agenda:
69. BOARD OF TRUSTEES' REPORT: ***Thalita Neves***
70. All University Committee: **No Report**
71. NEASC Steering Committee: **No Report**
72. Strategic Planning Committee: **No report**
73. Student Advisory Council: **No report**

1. VICE PRESIDENT'S REPORT-STUDENT LIFE:**Gift Madu**

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

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

C. Food Services Committee: Kelson Burke

1. Our new meeting time is now every Friday, from 2:30 pm until 3:30 pm. If you have something you want to say at Food Committee, feel free to come on down at that time or if you can’t make it, come see me and I can bring it up.
2. I just wanted to let everyone know that the search committee for the New Director of Dining Services is officially underway, and our first meeting is scheduled for November 1.The people on the committee are Sara Chisholm, Lauren Smith, Dean Emily Todd, Joanne Bigelow and myself.

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. I hope everyone is having a good week so far. I would just like to remind everyone that registration starts this week and seniors register this Friday, October 25. Juniors will register next Friday, November 1. Sophomores will register on Friday, November 8 and First Years will register on Monday, November 18.
   2. During this time I would also like to remind everyone to email their advisor sooner than later, along with reminding everyone that they should check their degree evaluation and pre-reqs for certain classes.
   3. Academic Policies Committee: **No Report**
   4. Curriculum Committee**: No Report**
   5. Enrollment Management Committee: **No report**
   6. International Programs Committee: **No report**
   7. Academic Technology and Information Services Committee: **No report**
2. VICE PRESIDENT’S REPORT-FINANCE: ***Kelson Burke***
3. Finance Committee: See Budget Power Point Presentation.
4. Foundation Report: **No report**
5. Student Organization Council: **No report**
6. VICE PRESIDENT'S REPORT-PROGRAMMING: ***Cameron Kelleher***
7. Campus Activities Board: **Cameron Kelleher**
8. Thank you for everyone who attended our Haunted House! It was a great hit and we broke our attendance record from last year. Thank you to Liz Ferrara and Thalita Neves for being honorary SGA scarers in the Haunted House. If you couldn’t identify them, Liz was buried in leaves, and Thalita was in a strait jacket. If you weren’t there, you missed out! Anyways it was a good event but it was very tiring. Lost my voice, and now I have a black eye.
9. Coming up for CAB this week. We have our annual Fall Fest on Thursday, October 24. CAB and Res Engagement will be running a Carnival themed event from 2:00 pm-6:00 pm outside of Ely on the corner near Dickinson. Moe’s Doughnuts, donut on a string, mini pumpkin painting, hot apple cider, and make your own candy apples or caramel apples. There will also be Cornhole for those Cornhole fanatics out there. This is our last event for the month of October!
10. Our next scheduled meeting is Wednesday, October 16 at 5:15 in the SGA Room E017.
11. LEGISLATIVE SECRETARTY: **Elizabeth Ferrara**
12. Neighborhood Advisory Board: **No report**
13. Community Relations/Fundraising Report: **No Report**
14. EXECUTIVE SECRETARY REPORT: **Melanie Voss**
15. Last weekend, a few senators went above and beyond by volunteering their time at CAB’s Haunted House event. Please join me in congratulating Alexa Sullivan, Valerie Eckenroth and Bradley Harvey for being Senators of the Week.
16. PARLIAMENTARIAN REPORT: **Matthew Michalik**
17. Rules and Regulations Committee: **No report**
18. Constitutional Review Committee: **No report**
19. ADVISORY COMMITTEES:
20. Advisory Committee on Facilities Planning: **No report**
21. Advisory Committee on Academic Planning: **No report**
22. Advisory Committee on Budget Planning: **No report**
23. Advisory Committee on Affirmative Action: **No Report**
24. Advisory Committee on the Westfield State Experience: **No report**
25. Search Committee for the Dean of Students**: Grace Boland**
26. For those of you who don’t know I’m Grace Boland. I’m currently a junior, and I serve as one of the student representative on the Dean of Students Search Committee. I take great pride in being on this committee because this is a position that will affect the students directly. My other student representative’s and I along with a diverse group of faculty, are taking this position very seriously and are working hard to find the right candidate to fill this position.
27. To start the search we had a total of 81 applicants, the committee has met a couple times and we now have that number down to 30. We have a great group of candidates, our next step is to choose a top ten to conduct pone interviews with, which we will decide at our meeting tomorrow October 23.
28. I will try to keep you all as informed as I can, and if anyone has any questions feel free to talk to me or Audrey Therriault after the meeting**.**
29. COMMUTER COUNCIL AND CLASS COUNCIL REPORTS:
30. Commuter Council: **No Report**
31. Senior Class: **Ethan Goodfellow**
32. Last week Class Council decided to cancel the upcoming Mohegan Sun Trip. There had only been 11 tickets sold and if we continued with it as planed the Class of 2020 would lose over $1000.00. It was a hard decision to be made but it was what was best for the Class overall.
33. We have a few events coming up, including the 100 Days toast, Buzz-Off for Cancer, and many more.
34. Senior Sweatshirts are still on sale so tell anyone you know who is a senior to buy one. Those are $25.00 each and can be found at [www.westfield.ma.edu/tickets](http://www.westfield.ma.edu/tickets).
35. Our new meeting time is 8:30 am on Tuesdays in SGA Conference room E020.
36. Junior Class: **No report**
37. Sophomore Class: **Katherine Pinney**
38. I move to appoint Catherine Eynatian as a Representative to SGA for the Class of 2020 for the remainder of the 2019-2020 Academic year. Motion carries.
39. I move to appoint Kaylin Carpenter as a Representative to SGA for the Class of 2020 for the remainder of the 2019-2020 Academic year. Motion carries.
40. First Year Class: **Chloe Sanfacon**
41. I move to appoint Seldine Chambers-Sutton as a Representative to SGA for the Class of 2020 for the remainder of the 2019-2020 Academic year. Motion carries.
42. I move to appoint Avery Szulc as a Representative to SGA for the Class of 2023 for the remainder of the 2019-2020 Academic year. Motion carries.
43. UNFINISHED BUSINESS:
44. NEW BUSINESS: (Requires majority vote to be opened)
45. ANNOUNCEMENTS:
46. **Kelson Burke**: Can I see all of Finance Committee after the meeting?
47. **Elizabeth Ferrara**: Be sure to check out our new whiteboard by Dunkin where students can voice their concerns. Please spread the word to other students, so they know they can participate.
48. **Matthew Michalik**: No Rules and Regulations meeting tonight.
49. **Kaytlyn Mekal**: CAB did a great job at the Haunted House, and thank you for all the hard work you put in.
50. **David Youngerman**: There are 207 days until commencement.
51. ROLL CALL:. Jaylin Carrasquillo and Miranda Picot were absent. Audrey Therriault was excused.
52. ADJOURNMENT: Meeting adjourned at 6:04 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.*