**STUDENT GOVERNMENT ASSOCIATION MINUTES**

**October 2, 2018**

I. ROLL CALL: Callie Bouvier, Sandra Domingos, Madison Houle, Orialys Delgado, Kathleen Edwards, Delayna Moore and Isabel DeMarco were absent. Marcus Payne was excused.

II. APPROVAL OF MINUTES FROM September 25, 2018: Minutes were approved.

III. PUBLIC REMARKS: No Remarks

1. PRESIDENT'S REPORT: **Marcus DiBacco**
   1. I hope everyone has fun plans for the long weekend. Today I am glad to welcome Dr. Diane Prusank, the Provost and Vice President of Academic Affairs to SGA. Dr. Prusank has worked at Westfield State in many capacities including as a faculty member and administrator. Last year she served as the President’s Chief-of-Staff and as such served many important roles including chairing the Strategic Planning Committee. We were all thrilled to hear that Dr. Prusank was appointed the new Provost and we are happy to welcome her down to SGA.
2. Dr. Prusank: Hi everyone, thank you so much for having me today, I am really excited to be here. Welcome back, I know you have been back for a while, probably feels like the semester is half way over, which it is, but welcome back I’m glad that you are all here and I want to start by thanking you for the work that you do for the students on our campus. The work that you do through the Student Government Association of course has an impact on all the students on campus and I know that you all take this responsibility very seriously. When I came to Westfield State 11 years ago, this was one of the things that I was most impressed about at Westfield State University, and I told people after I came to my first set of SGA meetings at that time that it was the most professional SGA I have seen and I continue to tell people that. You are a very impressive group and I thank you for that.
3. I wanted to update you on a few things that we are doing this fall and throughout the year but let’s just start with the transition to the college structure. How many of you have been hearing that phrase and it has some meaning to you? You all are a group of all the people that I know can provide information to all your peers and that’s why it’s so critical that you are up to date on that college structure and what that means for Westfield State University. What that really means is this, last year we had about 25 different academic departments. For example you are a major in Communications, you go to the Commutations Department if you are Graphic Design you to the Graphic Design department if you have an issue. So they are all these departments housed all over campus. What the college structure does is it creates connections and relationships between disciplines, which have some sort of intellectual connection. So what we did was go through a process of determining which departments had the kind of uniformity, and bringing them together in that structure.
4. Last year as many of you know, and some of you may have participated in this process, we interviewed individuals to hire as College Deans. So they are the individuals who help to bring the departments together through a variety of different activities. So for example they meet on a regular basis with the department chairs in their College, they meet also with all of the faculty in their College, which we didn’t do before, here at Westfield state, there were not gathering of faculty outside of their department or their union structure. There wasn’t any larger gatherings so the Colleges now have faculty meetings so the faculty can get together. And you can imagen what starts to happen when you bring people together? They have a lot of great ideas. They talk about the things that they have in common, they talk about things that are different, and they talk about ways to support their students and that’s really what they do. That is what we are counting on for this new college structure, that it will create for you, as students, a variety of new opportunities. We are thinking for example we are talking about the College of Math and Science. There are a couple of things that I know they are doing right away. Today the College of Math and Sciences had an open house for what we are calling exploratory students or students who have not declared a major yet, not quite sure what they want to do, but there are a group of people that are interested in the math science area but are not quite sure. So the College of Math and Science had an open house for them. Let’s talk about what you are interested in, let’s talk about how our majors work, we wouldn’t have had that in the past.
5. The College of Math and Science is also working on coordinating their activities for STEM week, which is science, technology, engineering and mathematics. Stem week is a state wise extravaganza, instead of departments working separately they are going to come together and do a lot of things together. They are using resources and bringing students together the way we should work with each other and that’s what we are supposed to be doing with this college structure.
6. It should also not just provide new opportunities for you, but a chance for you to have someone closer to you that can help you work out problems or issues that you may have. So in the past when students had issues they would go see the Dean of Students if it was an issue with for example, their Residential Hall or if it was outside of the classroom but if they had a problem in the class room they would go see the department chair and then the Dean of Undergraduate Studies. So the Dean of Undergraduate Studies was responsible for over 5,000 different students if they had a problem. Hard to get that work done and hard to be able to have that kind of interaction with students. Now there are the three College Deans. When you have an issue in your area you can go see your College Dean and that person will be able to respond more immediately than we may have had in the past. We saw at the beginning of this academic year, a lot of that kind of activity. Those Deans where on the ground helping students out, there’s a problem, there’s an issue let’s get them to the Dean and get it figured out for them. We are hoping that, that structure is starting to work for you. We actually have four colleges on our campus, the fourth is the College of Continuing and Graduate Education. The three colleges that we added were the Colleges of Mathematics and Sciences, the College of Education, Health and Human Services and the College of Art, Humanities and Social Sciences. Those are the three Academic Discipline Colleges that we have. Those Deans reside in different places on campus. One of the Deans is in Parenzo, one is over in Dower, and one is over in Wilson, close to some of the students and faculty that they will be working with.
7. What I would like you to do, if you don’t mind a little SGA homework assignment, If you would take a moment later today or tomorrow and just go online to the University website and plug in Colleges. You will see that we have a whole new webpage for the college structure, and each one of the Colleges that any of you might belong to has its own home page. There is a message from your Dean, it lists all the departments in that College, they may have some activities listed up there by now. But it will also have on there an FAQ section for students, so frequently asked questions. If you aren’t sure where you should go to have this signed, where should I go to talk to someone about this, it has a list of those types of questions to tell you would you go to your College Dean for this or you should go to your Department Chair for this or you should go to the Dean of Undergraduate Studies for this. So that is listed up there because we know that you will all have questions at different times.
8. I ask you as student leaders on campus to talk a look at that so if you have people in your classes saying I don’t know where to go for this you can say “Hey have you looked at the webpage, go to the college webpage it’s got that information and you need to see your Dean”. I know you guys hear those conversations and you can help us with our communication. I would appreciate if you took a moment just to look at that website, and get familiar with it and when you hear questions you can help people out.
9. That’s what I wanted to tell you about the College Structure, it will continue to evolve. We ask you that if you have feedback about that structure you can certainly present that information to Maddy Scott or bring that information to me, you can speak to your College Deans, you can always stop me on campus and say here is something that we wanted to talk to you about. Please feel free to chat with me anytime I am around, I am happy to do that with you. But again talk to your Department Chairs and College Deans as well and give them whatever feedback you have. If you look at the FAQs page, and I hope you will and there is a question that you really think should be up there, please let us know. We consider that a living document and want to make sure that we update it and are giving students the information they need, whenever they need it. Can I answer any questions about that College Structure?
10. **Tommy Howard**: My question is about the Dean of Graduate and Continuing Education. It seems that the other three Deans are for the undergrads but are broken down into terms of likeness, like you just described before. But the Dean of Continue Education kind of has this huge umbrella of a little bit of science, little bit art and humanities and what not. I was just curious, I’m sure that the Dean appointed has had experience in a diverse realm of fields. But would this be someone that the grad students would be able to go to for any of their questions concerning their majors and their applications.
11. **Dr. Diane Prusank**: That’s a great question and I appreciate you asking that. The College of Graduate and Continuing Education can sometimes be confusing for students, particularly if you are an undergraduate student. So usually that is an undergraduate part time student and they want to know should I go to my College Dean or should I go to the Dean of Graduate and Continuing Education. To make things easier for students, we are telling them that if you have an issue in one of your classes and you are an undergrad student, whether you are in the day program as they call it or a Graduate and Continuing Ed, go see your College Dean from your discipline. That person will be more than happy to help you out. Graduate students should go see the Dean of Graduate and Continuing Education. What we are working on hopefully in the next year or two as part of the Strategic Plan is making sure that Graduate Education and Continuing Education as it appears for undergraduate students, is easier to navigate and looks more like the experience for the day students. We think of it as the back end stuff that has to be separate for finical purposes and state purposes and all of those kinds of things. These shouldn’t cause a problem for students, for you it should be a seamless experience, whether paying your bill or registering for classes or picking advisor whether you’re what we call a day student and a CGCE student. We are working on that we know that that is an issue. But if you have friends who are in that area in that program and they are undergraduate, tell them to go see you College Dean and they will help you out. Those four Deans meet with each other on a regular basis as well. I meet them individual every other week, and we meet as a group every other weekend as well so that we can talk about some of those issues that cross over.
12. **Joey Joyal**: How much is it costing the University to switch over to the College Structure?
13. **Dr. Diane Prusank**: So, the switch to the College Structure, what the University did was set a budget so that we would pay for the structure itself, aside from the regular University budget. Would we be taking money from the University’s base budget that was regularly there? So, let’s say for example you are a Mathematics major, would we be coming into the Mathematics budget and taking out a faculty position for example, to help pay for the College Structure. And the University made a decision to not do anything like that and the Board of Trustees approved the budget, there were conversation with them about how the College Structure would be funded. The college structure is funded by going above and beyond the base of the budget. So, I want to be clear that the funds that we use to support the structure were not funds that were already in existing for any of the academic areas or student support areas. Those where not pulled out. So the budget for the structure is 375 thousand dollars over a two year period. We did two separate years of that 375 thousand dollars to support that structure. What that included was the salaries for the individuals that would be added to that structure, cost of the searches to hire individual that cost money as well and also converting space, budget for the colleges themselves, professional development and things like that to actually fund that structure so they can do the kinds of things that bring students together and bring faculty together to support their work.
14. **Sammantha Dorazio**: So you said that the College of Mathematics and science had an open house for exploratory students, are the other colleges going to be doing that as well?
15. **Dr. Diane Prusank**: Yes they are! Thank you for asking that question. I do what to emphasize to you all that one of the updates I wanted to give to you all was that we are going to have a pretty strong focus this year on our exploratory or undeclared majors on campus. It is one of the areas that we know we need to strengthen and the college structure will help us with that process. What we have done when students have come to the institution and they have filled out their applications to come in, if a student has said I really don’t know at all what I want to study at all, really undeclared exploratory, they just don’t know. We put those students in the College of Arts, Humanities and Social Sciences that tends to be traditionally what happens on campus. If a student had an interest, but they were denied that major, they weren’t accepted originally we would put the student in that college, so that they are in a location that extends for what they want to study and they can be matriculated either into that major or into another major that would make sense to them. If they were a student that was undeclared because they had two or three ideas and they weren’t sure which one they wanted yet, we would put them in the college that would make sense for the two or three options that they have. So, we try to be sensitive to where do students really wants to be and make sense for them. Then each of those Colleges will be doing these kind of activities, also working to co-advise students, undeclared students are usually advised through the Advising Center, but in this structure, it allows us to meet those students earlier in terms of their interest and hopefully get them into a major earlier. We have students who sometime wait to long and it’s difficult for them and then they don’t graduate on time. So this is one of the benefits of this College Structure is that we can get ahold of students earlier and help them into the process of picking a major.
16. **Dr. Diane Prusank**: I want to update you on two other things if that is okay. I just want to make sure that you know that we are continuing to work on the Strategic Plan, which many of you know about, Marcus DiBacco has been on the committee. That’s a piece for Academic Affairs as well. A critical part of the strategic plan is looking at the student experience and a piece of that is looking at our common core. I wanted to make sure that you all know that that is something that is in process. That actually started last spring, work on the common core, and one of the things that we haven’t really had the opportunity to do yet is talk to students about the core. What you think about it, what is your experience in the common core, how it relates to your major, how it relates to your work and those kinds of things. I just wanted to fill you in that that is coming and we are going to want to hear from you. It is important to express what you know and how you feel and what your experience is.
    1. Thank you Dr. Prusank.
    2. I move to appoint Captain Michael Foyle as an advisor to SGA of the 2018-2019 Academic year. Motion carries.
    3. I move to appoint Michael Reid as the Commuter Council President and Melissa DiNallo as the Commuter Council Representative to Senate for the 2018-2019 Academic Year. Motion carries. Congratulations to you both.
    4. As some of you may recall, Westfield State hired a Consultant last year to review and make a recommendation to our school on the status of our Diversity and Inclusion. This report was sent to us last week by President Torrecilha and serves major points for the coming year. Given the importance of the document and what it means for our University, I highly encourage you all to take a look at the report and start thinking about ways in which we may be able to help benefit our community. I can tell you right now, that improving student engagement for SGA in particular, is one of my two goals for this year.
    5. My other goal is to ensure that every time a decision is made on this campus, that accurate, official, and accountable student input is provided. We have already begun this effort with multiple departments including Residential Life and we have much more work ahead. A lack of official student input has been an issue here for as long as I have attended Westfield State and I solemnly believe that we are the SGA that can put a stop to this, thus improving our engagement and making WSU a better/stronger institution.
    6. Items not listed on the agenda.
17. BOARD OF TRUSTEES' REPORT: **Cameron Swan**
    1. One week from today October 9 is the October Board of Trustee’s meeting. Here are the times for the different committees:
18. Academic and Student Affairs will meet at 8:30 am.
19. Finance and Capital Assets will meet at 10:00 am.
20. Advancement and Enrollment management will meet at 11:30 am.
21. Audit will meet at 1:00pm.
22. Governance and Nomination will meet at 2:00 pm.
23. The full Board will meet at 3:15 pm.
    1. In other news, Marcus DiBacco and I will be traveling to Framingham State on Thursday, October 4 for a meeting with all of the SGA presidents and trustees from the other State schools and Community colleges as part of the Student Advisory Council.
    2. There will be A Rep at Large committee meeting on Thursday, October 4 at 5:00 pm.
    3. 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: **Nickalena Richards**
   1. The Student Conduct Board interviews went extremely smoothly. We have decided on the three student candidates and one alternate.
   2. During my upcoming one on one with Jon Cologue, I plan to make a point in setting up regular monthly meetings through the academic year. I feel as though this will enhance and improve communication between SGA and the general student body and Res Life. This will create more leeway for student’s opinions, concerns, and voices to be heard.
   3. Also, I forgot to mention at last week’s meeting that my office hours are Monday and Wednesday from 1:00 pm-3:00 pm and Thursdays from 2:30 pm -3:30 pm. Feel free to come and chat with me if you or your fellow peers need anything.
   4. The six flags trip this past Saturday was a great time, and I totally recommend attendance to upcoming ventures. These opportunities are a great way to bond with folks on campus and expand your connections.
   5. I did mention this last meeting, but Parking Control Board meets tomorrow October 3 at 2:00 pm here in Ely 003 and Student Affairs Committee will meet October 12 at 1:40 pm. Thank you to those who have expressed interest in attending, and I look forward to seeing you.
   6. Student Affairs Committee: **No Report**
   7. Diversity/Inclusion Committee: **Mitchell McKittrick**
2. My name is Mitchell McKrittrick and I am the Diversity and Inclusion Representative for the 2018-2019 Academic year. My job is to be the point person for all diverse organizations involving race, ethnicity, sex, gender, sexual orientation and religion and to promote diversity and inclusion at WSU**.**
3. Part of my job is to work with the Diversity director, Ashiah Richeme-Alcide, as the co-chair of the Diversity inclusion council, which is made up of all the president of diverse organizations on campus**.**
4. I am also the chair of the SGA Diversity and Inclusion Committee, with the purpose of planning events that promote diversity and inclusion at WSU. This committee is made up of me, the Vice President of Student Life, and one representative from each class. I currently need a representative from the junior and freshman classes, however, this committee will be open to anyone who is interested in joining. If you are interested please speak to me after the meeting, especially if you are a freshman or junior.
5. **Sammantha Dorazio**: Are your meetings going to be regularly on Thursdays or is this just for this week?
6. **Mitchell McKittrick**: That is kind of just a temporary meeting time. I would like to keep it Thursday but that time may be earlier.
7. **Saraiz O’Farrill**: Can you just repeat the times?
8. **Mitchell McKittrick**: Thursday, 7:00pm in the conference room E020
9. Our first meeting is scheduled for Thursday October 4 at 7:00pm in conference room E003.
   1. Food Services Committee: **No Report**
   2. Parking Control Board: **No Report**
   3. Student Athletic Advisory Board: **No Report**
   4. Substance Advisory Committee: **No Report**
   5. Veteran’s Affairs Report: **No Report**
10. VICE PRESIDENT’S REPORT-ACADEMIC LIFE: **Madeleine Scott**
    1. Academic Policies Committee: **No Report**
    2. Curriculum Committee: **No Report**
    3. Enrollment Management Committee: **Madeleine Scott**
11. Last Tuesday, September 25 the Enrollment Management Committee met and discussed what is being done to make the student experience at Westfield as great as it can be, and what could be changed. Two major parts of the discussions revolved around small holds on student accounts and how it affects registration, in addition to the general communication practices of Res Life. This committee values student input, so if anyone has information they would like to share with me about anything that revolves around enrollment and student life, please share.
    1. International Programs Committee: **No Report**
    2. Academic Technology and Information Services Committee: **No Report**
    3. Writing Liaison Committee: **No Report**
    4. Guest Lecture Committee: **No Report**
12. VICE PRESIDENT’S REPORT-FINANCE: **Thalita Neves**
    1. I just wanted to remind you all to join the Finance Committee. Although more than one person from each class would be preferred, I need at least one person from each class to attend these meetings. As of right now, I need people from the Class of 2020 and 2022. This committee essentially receives proposals from clubs asking for money to go to conferences or trips for example. From there, we analyze their club budget, the benefits of the event they want to go to and decide whether or not to give them the money. Once I hear from everybody that wants to be part of the committee, we will agree on a common meeting time and meet as needed. If you are part of the Class of 2020 or 2022 and still need another committee to be a part of, please see me after the meeting.
    2. Finance Committee: **No Report**
    3. Foundation Report: **No Report**
    4. Student Organization Council: **No Report**
13. VICE PRESIDENT'S REPORT-PROGRAMMING: **Matthew Howe**
14. Since it is a long weekend coming up, there are not many events happening. But here are the events to keep a look out for.
15. Tomorrow from 11:30am until 1:30 pm in the D.C. we have Live at Lunch. Come listen to the awesome tunes performed by Grayson Ty. Last semester he performed in the D.C. and everyone loved him.
16. Next Saturday, October 13, CAB is hosting a Haunted House again. Last year it was a huge success and to help it succeed this year, I would love help from Senators. I have already talked to Courtney Smith, and she has agreed to have participation count as an office hour. CAB has a Haunted House committee so the building part is all set. We just need people to help with scares and be spooky ghouls. I’m passing around a sign-up sheet. The event is 8:00 pm until 10:00 pm but we need people there by 6:00 pm for set up. If you are interested, please sign up and make this year’s Haunted House better than last years.
17. **Daniel Armany**: When is that?
18. **Matthew Howe**: Haunted House is Saturday, October 13.
19. Simone LaPlant: If we are helping out, is it just dressing up and scaring people or is there like a script?
20. **Matthew Howe**: We do have it all mapped out and everything, so if you choose to sign up, we will email you with different room options that you can pick from and plan accordingly.
21. **Marcus DiBacco**: I laid in a coffin last year and scared people for two hours. It was a good time.
22. Our next scheduled meeting for CAB is October 3 at 5:00 pm in the SGA room E017.
23. Campus Activities Board: **No Report**
24. Neighborhood Advisory Board: **No Report**
25. Community Relations/Fundraising Report: **Annamarie Jackson**
26. Hi guys, the Blood Drive is tomorrow, October 3 from 1:00 pm until 6:00 pm in the Parenzo gym. If anyone is interested in volunteering, there is a sign-up sheet going around that you can put your name on.
27. Volunteering counts for your office hour for the week. I am also looking for people to join the Com Fund committee, if interested please see me after the meeting, or you can email me! Thanks
28. SECRETARY'S REPORT: **Sammantha Dorazio/Courtney Smith**
    1. Executive Secretary Report: No report
    2. Legislative Secretary Report: No report
29. PARLIAMENTARIAN REPORT: **Jacob O’Kane**
30. Rules and Regulations Committee: **No Report**
31. Constitutional Review Committee: **No Report**
32. ADVISORY COMMITTEES:
    1. Advisory Committee on Facilities Planning: **No Report**
    2. Advisory Committee on Academic Planning: **No Report**
    3. Advisory Committee on the CURCA: **No Report**
    4. Advisory Committee on Budget Planning: **No Report**
    5. Advisory Committee for Equal Opportunity, Diversity and Affirmative Action: **Thalita Neves**
33. The Advisory Committee for Equal Opportunity, Diversity and Affirmative Action met last Thursday, September 27 to discuss the recommendations made by Dr. William Lewis on how we can improve campus diversity. At this meeting, pretty much everybody agreed that having a Vice President of Diversity would be more effective than a Chief Diversity Officer, which was recommended by Dr. Lewis. I made a point in saying that making it a Vice President position would show students that diversity and inclusion is taken seriously on this campus and the faculty in the room agreed that it would do the same for faculty.
34. Although we made this recommendation, it is still in the works and as you all probably saw on Friday, September 28 the president announced his intentions to hire a Chief Diversity Officer in the email sent out to all student, faculty and staff.
35. If you have not already read the report, I recommend that you do so that you are informed of any changes and can give your input as a student and contribute to this campus conversation.
36. I also mentioned at this meeting that his report is very lengthy and it discourages students from reading it. The chair of the committee, Christina Swaidan, was quick to point out that the President will be hosting a Town Hall on Friday, October 26 at 1:40 pm in the Multipurpose Room in University Hall. The point of this Town Hall meeting is to answer any questions and address any concerns people may have about the recommendations made. This is a great opportunity for student input and I encourage everybody to go and share their concerns with the President. This committee will meet some time before the Town Hall to brainstorm other ideas as well.
37. COMMUTER COUNCIL, CLASS AND HALL REPORTS:
38. Commuter Council: **No Report**
39. Senior Class: **Shane Stocker**
40. I move to appoint Sarah Holstein as Class of 2019 Representative to Senate for the 2018-2019 academic Year. Motion carries.
41. Junior Class**: David Youngerman**
42. I just wanted to inform everyone about what the Class of 2020 is planning for the upcoming month.
43. On October 21, we will be hosting a Patriots vs. Bears watch party for a campus wide event in the multipurpose room in University Hall starting at 1:00 pm. We wanted to start with a community builder and what better way than to watch the Patriots. We will be serving pizza, soda and snacks. I encourage you all to come.
44. The Class of 2020 held interviews last week for the positions of Historian and SGA Rep to Senate and now we have a full council.
45. I move to appoint Kaytlyn Mekal as SGA Representative to SGA for the Class of 2020 for the 2018-2019 Academic year. Motion carries.
46. Sophomore Class: **No Report**
47. First Year Class: **No Report**
48. Apartment Complex: **No Report**
49. Courtney Hall: **No Report**
50. Davis Hall: **Hunter Hassett**
51. I move to appoint Ricky Fonseca as SGA Representative for Davis hall council for the 2018-2019 Academic year. Motion carries.
52. Dickinson Hall: **No Report**
53. Lammers Hall**: No Report**
54. Lansdowne Place: **No Report**
55. New Hall**: No Report**
56. Scanlon Hall: **No Report**
57. University Hall: **No Report**
58. UNFINISHED BUSINESS:
59. NEW BUSINESS:
    1. It was moved and seconded to open new business.
60. **Courtney Smith**: Just a quick reminder that office hours have started this week, you still have the option of volunteering for the Blood Drive to count for your office hour, please see Annamarie Jackson if you wish to sign-up or have any questions.
61. CAB is sponsoring the Haunted House on October 13 and they are looking for volunteers to help. If you help out with that it will count as an office hour.
62. **Sammantha Dorazio**: Since the haunted house on a Saturday would the office hour be for that week or the following?
63. **Courtney Smith**: The following week. The week of October 15.
64. **Daniel Armany**: How do we sign up for office hours?
65. **Courtney Smith**: There is a sign in sheet on the table, so you just write down the time you come in and the time you leave.
    1. It was moved and seconded to close new business.

1. ANNOUNCEMENTS:
   1. **Jake O’Kane**: Rules and Regs after the meeting.
   2. **Cameron Swan**: Rep at large meeting Thursday, October 4 at 5:00 pm.
   3. **Thalita Neves**: If you want to join Finance Committee come find me after the meeting.
   4. **Courtney Smith**: Can I see Hall Presidents after the meeting.
   5. **Marcus DiBacco**: Can I see Hall and Class Presidents after.
   6. **Marcus Payne:** 228 days until commencement**.**

1. ROLL CALL: Callie Bouvier, Madison Houle, Orialys Delgado, Kathleen Edwards, Delayna Moore, and Isable DeMarco were absent.
2. ADJOURNMENT: Meeting adjourned at 6:57 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.*