

**STUDENT GOVERNMENT ASSOCIATION AGENDA**  
**December 6<sup>th</sup>, 2022**

- I. ROLL CALL: Levi Ekstrom, Kaitlyn Egan, Timothy Allen, Constantinos Tasopolos, Lukas Apel, and Alannah Downs were absent.
  
- II. APPROVAL OF MINUTES FROM: November 29<sup>th</sup>, 2022
  
- III. PRESIDENT'S REPORT: **Aaron Lessing**
  - A. VP of Administration and Finance: **Steve Taksar**

Gave a Presentation.
  - B. Director of Residential Life: **John Zocco**

Gave a Presentation.
  - C. Director of Dining Services: **Bill Connor**

Gave a presentation.

    - i. Chloë Sanfaçon: Thank you all for coming down. Would we be able to get a copy of this presentation. Like if you could send it to Aaron, He'll send it to us. I know that you talked about shifting demographics and competition when it comes to our enrollment. I think that we all know that the birth rate is just lower and that there are less students graduating because there are fewer kids being born. Do we have any plans to combat that as the years go forward.
    - ii. Dan Forester: I think that first of all we have a lot of different objectives for the new year, and we know that as less 18-year-olds are available to go to college in the coming years, we know that we will need to increase our share of students in Mass and out of state. So, if we maintain what we did last year then our enrollment would just go down 2-3-4 percent. So, we need to do more just to maintain. That's just the reality of the situation. But we do have a plan. We have 4 or 5 different initiatives that we are moving forward with. That we think will add you know we brought in a class of like 800 in the first years and a little over 212 in transfers. We believe that we can improve that by 50 students next year. by doing a number of different things including the way that we award financial aid and the amount of financial aid that we are putting out there, how we are being presented to students in our digital ads and how we are targeting and recruit high school students in our visits and a number of others. We'll be talking with the board, and I apologize for not being more prepared for that. And we have another proposal that we are working on that will have an even greater influence on our first-time first years. Steve has shown the majority of our revenue on screen but there is more to come on that.
    - iii. Aaron Lessing: Hello, I know, Steve, that you mentioned that the occupancy of residence halls has gone up. I was just wondering is that due to more students living on campus or more due to Dickinson being closed and the res halls that are open needing to be more filled up.
    - iv. Steve Taksar: I can give you my view on it, but I would need to refer to Dan or John for more specifics, but my belief is that the flat price structure that we implemented last year is attracting more upperclassmen to live on campus because the pricing is more competitive with the home market. I think that is a major cause for the increase. It has gone up in real terms and not in terms of percentage of space filled up. It has gone up by maybe 50 or 60 but not a lot to make a difference. We believe that it is that and not the space, but I'd have to refer to Dan or John.

- v. Dan Forester: *It's not just the percentage Aaron, it's the raw number. So, we saw last year that our transfers and first years have stayed standard so the number in the halls has gone up and that is attributed to the returning students going up in greater numbers. John and his team measured sophomores that are in housing this year and how many of those will convert to juniors next year and we maintained a greater retention rates for upper classmen.*
- vi. John Zocco: *This year we had students who were looking to get into housing that we commuter who seeing that the cost on campus was more competitive than the rates off campus that they opted to move back to campus instead of looking for a place. But we are seeing a real increase and it's not just Dickinson.*
- vii. Steve Taksar: *I think that it's really telling that at the start of this process a few years ago a lot of our best newest space was going unused because students were choosing not to live in the best space because the price difference from the most reasonable priced space to the best space was too big. I think that it was like \$4,000 or so. I attribute what is happening to exactly what John and Dan are talking about.*
- viii. Chris Lannan: *First of all, if Dickinson was to not open. Would there be another dorm that would be all freshmen? Also how is loan inflation impacting the university.*
- ix. Steve Taksar: *I'm going to split that up into two questions. My understanding is that Dickinson is going to open next semester so yeah. And the other question about economics, I'm not an economist but I can tell you that the price of everything is going up and the most direct effect that you are describing is that I think you heard that with food. What is happening in Ukraine impacts us in the US in terms of food.*
- x. Bill Connor: *So, the Midwest that produces most of our grain is diverting it from the US to places that it goes so the grain market in the US is being severely impacted by the war in Ukraine so that is an impact. We are giving more of our grain to other places.*
- xi. Steve Taksar: *And you can say the same thing about energy because the price of energy has gone up as it is affected by what is going on in the rest of the world.*
- xii. Chris Lannan: *The other thing that I want to know is if there is going to be a room change. Will you know before winter break and are we going to be making sure that students who are going to be having a roommate moving out will they contacted and is there a way that the roommate is informed of the new room.*
- xiii. John Zocco: *We can't really do that before we leave because we are not fully sure of what the housing situation will be in terms of incomings and outgoings of residential students. There are some situations where we have been able to approve stuff before break. But for the most part we do it over the break period. In terms of someone moving into an empty space there are rules in place where you live in a double, but your roommate left that you are not being billed at a higher rate, but that space will maybe be filled. The only time that will be the case is if it was a premium single and you bought out the room.*
- xiv. Chloë Sanfaçon: *You said that energy prices are 60 cents of our dollar, and we had a great sustainability presentation. Do we have any plans on implementing those ideas at this time.*
- xv. Steve Taksar: *Things are just kind of revving up a the moment. We've met with the local utility company and met with the DCAM of the state which oversees projects and facilities. On that side of things, we talked about solar as a potential option. It's complicated but we are working on that. We are also working at developing charging stations at the Parenzo project for electric cars and expanding that across campus. The actual work at*

- sustainability efforts is just beginning. I think that a committee is forming soon but I don't think that's quite in full swing yet.
- xvi. Bill Connor: I'd like to just add in that change over in the dish washer and lights will also have a huge impact on the utility bill because we are replacing technology that is 20-30 sometimes even 40 years old and replacing them with new energy sources that will be more efficient. I will also be sitting on the sustainability committee.
- xvii. Steve Taksar: The DCAM people will also be coming to campus to determine where we can do things to improve sustainability and follow in accordance with the fact that we need to get off fossil fuels by law so they will help us do that.
- xviii. Joseph Bonilla: I have a question in regard to sort of like staffing. You know with like inflation and the current state of the world and how it's affecting the students. There's obviously a staffing crisis everywhere and it seems that there is a lot of effort being put into just handling it. What are we doing to retain our staff and faculty on campus and utilizing this huge predicament.
- xix. Steve Taksar: That's a great question. The market right now is extremely difficult with the unemployment rate being high. People who want to work are working and it's more competitive. It's difficult to hire people because we have job postings where no one has applied and it's not like we have an unlimited number of resources either. So, we are trying to balance the resources we have with trying to fill positions that we have available. I don't have a good answer other than that we are trying to fill those vacancies and compensate fairly and trying to apply whatever strategies that we can. You know, Dining is significantly understaffed right now, and we can't hire more people. It's not a unique situation for us but we are doing whatever we can to recruit.
- xx. Joseph Bonilla: In the budget plans that you have shown us is there any budget that we are using to try to entice the work force that you have on campus.
- xxi. Steve Taksar: I'm not sure exactly what you mean by entice but we try to provide a positive work environment and be flexible around work schedules. A lot of people that we try to hire want total flexibility where they don't even want to go to the workplace anymore. They want to work from home. So, running a college campus you can't have everybody working from home, but we are trying to provide as much flexibility as possible. We are looking at what the future of work is and seeing how that will impact us.
- xxii. Aaron Lessing: I know that you said that tuition and fees are in the middle of the pack in terms of other institutions. I was wondering if that is also the case in terms of residential life and dining services.
- xxiii. Steve Taksar: I haven't looked at that closely but in terms of dining sometimes we compare that to UMASS but they are more expensive than us by maybe 4 or 5 thousand dollars so that is the information that I have available.
- xxiv. Dan Forester: I wouldn't feel comfortable without looking at the percentages but in the past few years' things are very regional where it is much more expensive if you are closer to Boston since that is where the interest is. The other thing is that if buildings are newer, it is more expensive. The flattening of the housing rates has also made Westfield more attractive across the board. This has counteracted the equity issue of students at a certain economic level being able to live in the nicest housing.

- xxv. Bill Connor: Another thing to note is that with the state schools other than UMASS we are the only self-run program with all the other schools having some outside vendor. We don't have a true competitor to compare ourselves to. If you want, when we return, I can provide you with more information.
- xxvi. Maggie Balch: I know that last year for housing we were in the bottom third for housing in our peer institutions and right now all the state schools are kind of going through this process so it's kind of a crap shoot where we will end up for next year.
- xxvii. Chris Lannan: Based on financial struggles that you might have. I know that a lot of students have come to me about the lack variety of food in the DC. I just wanted to make sure that it isn't like a budgeting issue or whether it's just trying to get more healthy options on campus. I also wanted to bring up some of the silverware and the bowls being stolen. I've particularly seen them in the lounges in the residential building. So, I was wondering what we are doing to combat that?
- xxviii. Bill Connor: So, two points. One every year we do a please bring back our silverware and plates thing where we put bins in the Res halls so you can return things without having to confess to having taken them. So that is something that we have done but that hasn't yielded anything substantial. The To-Go boxes also go missing a lot and those cost \$5-6 to replace. In terms of menu circulation, I will be honest to the folks on food committee that we are always willing to take feedback. We are in the process of changing the menu now and if you have things that you would like to see we would be happy to hear them. I'm happy to come down and discuss more at a later meeting since I know that you are all very passionate about food.
- xxix. Chris Lannan: Is there any way for students to be able to comment on what they want to see. Like maybe polls via email.
- xxx. Bill Connor: Yeah, 100%. So, the food committee meets every week at 10am on Wednesday. I think that any of the gentlemen on the food committee would be happy to get feedback. Stop in the office because we are happy to take feedback there for items you want. Or emailing options that we want. The things that you ask for are the ones that we are most likely to provide. I would like to share that there are one thousand items in the dining hall at any given time so it is impossible to have all our ingredients showing so even if it isn't in the dining room it is most likely in the building, and you can ask for it. That's really the breakdown because students don't ask staff for things, they want but that's what you are paying us to do.
- xxxi. Daniel Currier: FY24 will be sort of the middle of the glidepath that you have developed so what kind of deficit are you expecting for next year and what would you be using for reserves for next year.
- xxxii. Steve Taksar: We are still working through that now and making educated guesses so one thing I can say to maybe clear things up is that RES-life is going to be losing 3 million dollars next year so even though the costs are going to go up that is not going to up that is not going to be able to fully cover the deficit. So the university is going to have to cover that with budget savings. Right now we think that we are going to be about 5 million dollars. For those of you who don't know, a glidepath strategy sort of works to cover some of that deficit, some of that will be covered by the cash reserves which will bring it down by 3.5 million dollars, so our goal is to close the 2.5-million-dollar gap and we don't know exactly where that is going to come from.

D. Presidents Council: No Report

E. Items not listed on Agenda:

We are working with public safety at their stuff a cruiser event tomorrow from 11 am to 2 pm right outside of Ely. Please come donate toys and hygiene products for women as that is what is needed the most. All donations are going to the Western Mass YWCA. We will be donating around \$200 worth of stuff tomorrow to the cause!

I met with President Thompson yesterday, we discussed multiple things going on including commencement, additional common hours which I will be looking to propose to governance committees to include additional hours. As well as the health consultants that came to campus and her idea to be federally recognized to allow us to take outside patients. I am meeting with Maria Feuerstein, the assistant VP of Strategic Financing and Institutional Planning as she was looking to discuss engagement with SGA.

The last thing I have is that this is a reminder that this is the last meeting of the semester. I truly hope you all take care of yourselves over the much-needed break and come back excited and ready to go! Over break I am hoping that you all can think of some innovative ideas as well as ideas to increase the accessibility of SGA through our BTN project. Don't hesitate to email or text me over break if you have any ideas or need anything from me

IV. BOARD OF TRUSTEES' REPORT: **Chloé Sanfaçon**

- A. All University Committee: No Report
- B. Student Advisory Council: No Report

V. VICE PRESIDENT'S REPORT-STUDENT LIFE: **Logan Terenzi**

- A. Student Affairs Committee: No Report
- B. Food Services Committee: No Report
- C. Substance Advisory Committee: Maggie Roberts

Hi everyone! Over the past few weeks, the substance advisory committee has been editing the current alcohol and other drug policy, to be more concise and up to date. The last time this was edited was 2017. We have successfully completed our first draft of edits. Sometime between January and February the committee will be coming down to show the proposed edits. Once we approve the edits within student government, the updated draft will be brought to the board to be approved and then will take effect starting the 2023/24 school year.

- D. Student Athletic Advisory Board: No Report
- E. Veteran Affairs Report: No Report
- F. Enrollment Management Committee: No Report

VI. VICE PRESIDENT'S REPORT-ACADEMIC LIFE: **Emily Fluet**

Hi everyone, I just want to talk about my meeting with Provost Mills last week. The first thing I asked her about was the international students, who are coming in the fall of 2023. I asked her if they plan to hire any new faculty in the Sports Medicine/Human Performance department and she said they don't think they will have to but if they do it will be adjunct professors. A consultant came to the university to evaluate the campus, and we have been approved for up to 100 students. We don't know exactly how many will be coming but they will find that out hopefully in January. Ashe also said they plan to work with the International Programs office and the Asian/Pacific Islander Student Union to make the students feel welcome and to help them adjust to the cultural change.

I also asked her how things are going with the CARE Center and the Center for Student Success and Engagement. She said the CARE Center and tutoring are working to help students with difficulties in classes and they are expanding their Math, Chemistry, and Physics tutoring. They have also hired 10 new staff for the CSSE over the course of the semester.

We also talked about plans for the Spring and things students can be involved in. We want to do some more week-long events like the kindness

week that the first-year class just did because that was very successful so if anyone has ideas for that you can let me know.

A. Academic Policies Committee: Daniel Currier

Good evening.

The Academic Policies Committee met on Friday, December 2, 2022, during the Common Meeting Time to discuss proposed revisions to the Academic Honesty Policy. Like many academic policies at Westfield State University, the Academic Honesty Policy is currently housed in two different areas: the University Policies webpage and the academic policies tab of the Westfield State University Course Catalog. There are a number of differences between each of these areas, thus a proposal was submitted that merges the language of the Academic Honesty Policy from both areas.

A lengthy discussion took place on the language of the policy along with the staff members involved. Paul Higgins, an Associate Professor within the Department of Sports Medicine & Human Performance, provided the Committee with a number of recommendations on how best to restructure the Academic Honesty Policy into a more digestible format, including separating items by student, faculty, administrative, and community responsibility. Changes were also made to make the policy gender neutral. The policy as submitted continued to include the since abandoned position of Dean of Undergraduate Studies. I made a recommendation to remove this position from the policy and insert the language "appropriate Dean," which the Committee agreed with. The Academic Honesty Policy, as amended, was approved unanimously and will be taken up by the All-University Committee at its next meeting.

In addition, we have approved revisions to our Bylaws which take into consideration the nature of hybrid meetings and asynchronous voting for time-sensitive matters.

Our next meeting will be held upon our return to campus for the Spring 2023 semester. Should you have any questions, please let me know.

B. Curriculum Committee: Emily Fluet

UCC met on Friday last week. We sent 5 courses in the Health Science major to AUC, which are 4 Occupational Therapy Assistant concentration classes and an independent study course. We also approved the new Occupational Therapy Assistant concentration, once this gets finalized this will be the first 4-year program in the state which is exciting. We also approved some program revisions to the RN to BSN program, the Computer Science Program, and the Computer Information Systems program and sent those to AUC. These all involved either taking out course requirements or offering more options for students. Lastly, we approved the removal of an English course called Literary Journalists because it hasn't been taught in years.

- C. Special Committee on Reforming General Education (SCORE): No Report
- D. New England Council of Higher Education (NECHE) Self-Study Committee: No Report
- E. Parking Control Board: No Report
- F. Parking Appeals Board: No Report

VI. VICE PRESIDENT'S REPORT-STUDENT EQUITY: **Rodney Duteau**

Hello everyone, I have a few things to report...

Earlier today I had the opportunity to attend a pro-staff meeting from res-life. I talked to John Zaco and a few RD's about potentially having more inclusive signs/decorations in the halls, whether it may be a banner that represents a movement or a mural. Everyone in the room was on board with the idea, there are spaces in some of the dorms that have the potential of having inclusive paintings or decorations. We also talked about potentially having temporary murals on campus, for example- we had a painting that said "Happy Black History month" on the window of the bridge in University hall, for all of Black History Month. This is something I would personally want to be added to our campus culture because we can have one for the different months that represent different movements and cultures. This is something that we will try to start in the spring semester.

- Last week, I was able to meet the counseling consultants about the mental health crisis on campus. One of the ideas that was made during these discussions was to have a student health advisory council, that would work closely with the counseling center and the health services. The goal is to

have students have the opportunity to be more involved, especially with the counseling center, as well as have the chance to provide constructive feedback. I will see if this can be done in the spring, we will definitely need representatives apart of this once it may be established so please consider joining if it starts.

That is all I have to report.

i. Chris Lannan: I think the idea of a mural is great, but I think that instead of a temporary mural, I would prefer a permanent mural whether that is in Black history month or Pride month or Hispanic heritage month, I think that would really bring together all the affinity groups on campus. The other thing I want to ask about is that there was an issue in one of my classes today with a non-gender student that was deadnamed by the professor. So, I was wondering what we are doing to protect these students and make them feel welcome on campus and not deadnamed especially by a professor.

ii. Rodney Duteau: To answer your first question, to have a temporary mural doesn't mean that we won't have a permanent one on campus. It's just one of those things we can be more consistent with. Regarding the deadname, was it based off the attendance sheet.

iii. Chris Lannan: I believe so. But this is not the first time this has happened, and it just made them very uncomfortable.

iv. Rodney Duteau: If you want to meet with me after the meeting we can talk about that situation.

A. Diversity and Inclusion Committee: No Report

VII. VICE PRESIDENT'S REPORT-FINANCE: **Daniel Currier**

Gave a Presentation.

A. Finance Committee: Daniel Currier

Good evening.

The Finance Committee met yesterday to review a finance proposal submitted on behalf of the Athletic Training Club. In accordance with

the SGA Finance Bylaws, the Finance Committee has rendered an advisory opinion on this finance proposal. The sole power to accept, deny, table, or amend lies with the Legislature. Tonight, you will have the final say on this proposal. I will detail the finance proposal in full and will make a motion based on the Finance Committee's recommendation. I encourage you to ask questions and provide comments after I make the motion.

Tonight, we will discuss Finance Proposal F22-007, which was submitted on behalf of the Athletic Training Club, which currently has a balance of \$845 in their club account. The Athletic Training Club is requesting \$2,189.13 to cover the costs associated with attendance at the Eastern Athletic Trainers Association Convention, which will be held in Boston, MA from January 6, 2023, through January 8, 2023. These costs include student and chaperone registration fees, student and chaperone hotel accommodations, van transportation, and parking.

Upon discussion, the Finance Committee recognized that SGA is only responsible for the required number of chaperones, which is one chaperone per ten students. As a result, we nixed \$180 from the proposal to align with the Finance Bylaws. The Finance Committee does, however, recognize the benefit that the conference has for students, and voted unanimously to endorse the proposal as amended. **Therefore, I move to accept Finance Proposal F22-007 as amended and to allocate \$2,009.13 to the Athletic Training Club. Motion Carries**

The remainder of our meeting focused on the SGA Finance Bylaws. We will be postponing final approval of the revisions to the Bylaws indefinitely as we work on both internal and external stakeholder engagement. During Liam's report, I encourage you to provide constructive feedback on the Finance Bylaws. These Bylaws were again worked on in Finance Committee with feedback from Director of SAIL Matt Dellea and I look forward to engaging with other students and staff over the next few months to revise these Bylaws further to create a more cohesive set of policies and procedures for SGA.

Should you have any questions, please let me know.

- i. Aaron Lessing: What is the ratio that is necessary for faculty to staff because I thought that it was 10-1 but there are 11 students.
  - ii. Daniel Currier: So that is correct. We are paying for one chaperone because we are only fiscally responsible for two.
  - iii. Aaron Lessing: But there are over 10 students so shouldn't we pay for both?
  - iv. Daniel Currier: I'm not sure on the exact answer. You would have to consult the travel policy.
- B. Foundation Report: No Report  
C. ITSAC Report: No Report



VIII. VICE PRESIDENT'S REPORT - PUBLICITY: Elizabeth Mercer

*I hope everyone is finishing strong and isn't too busy with schoolwork and studying. SAIL is hosting many events this week such as trivia night, which is in this room at 8, tomorrow there is an open mic night from 7-9 and there are shuttles to the movie theater for those who want to see Wakanda Forever. There is also a gingerbread house competition in the Ely lounge. It is first come first served and there will be 25 teams, but materials will be provided. The senator of the week is Mikayla Evans for your hard work on the commencement committee.*

- A. Neighborhood Advisory Board: Laura and I met with Alyssa from Marketing to Discuss the postcards that will be sent out to the neighborhoods around the university.
- B. Community Relations/Fundraising Report: No Report
- C. Spring Semiformal Committee: As VP of Publicity, I help run and organize the Owl ball which is a spring semi-formal dance, and I will be looking for people to sit on this committee to help choose food, music, and details for this event.
- D. Blue Key Committee: No Report

IX. EXECUTIVE SECRETARY REPORT: Adam Carpenter

X. PARLIAMENTARIAN REPORT: Liam Connor

Everyone should have been receiving emails regarding the revisions to the proposed finance bylaws written by Dan Currier. If there are any glaring issues that is what we are here for. This document is still very much a working document, and we hope to present it to the legislature at some point next semester.

- A. Rules and Regulations Committee: No Report
- B. Constitutional Review Committee: No Report

XI. COMMUTER COUNCIL AND CLASS COUNCIL REPORTS:

- A. Commuter Council: No Report
- B. Senior Class: No Report
- C. Junior Class: Nick Smith

Good evening, everyone. I hope you are all doing well in the midst of finals. I wanted to come up today to share just a few things with you regarding what the Class of 2024 Council has been up to. Our clothing fundraiser sale has concluded, and we are hoping to distribute orders as soon as possible. Thank you to everyone who purchased a long-sleeved shirt or a pompom hat from us. Next, please join us and CAB on Saturday December 10th at 7:30 in the Owl's Nest for our Grinch-a-thon. We will be playing all three versions of the Grinch while enjoying a hot chocolate bar, a winter craft, and raffles! If you bring new or gently used warm clothing such as hats, mittens, scarves, sweatshirts, coats, socks, etc., you will receive a raffle ticket for each item to enter winning a Nestor bobblehead or one of our clothing fundraiser shirts! All warm clothing donations will be donated to Westfield State University's Public Safety's Stuff-A-Cruiser event, so please come out for a worthy cause and enjoy the Grinch. Finally, I am asking all of you for help. This will be advertised very shortly, but I would like to introduce it to you all now. It has been brought to my attention that when DCF removes a child from their living situation they are given a trash bag to transport their possessions. So, our class council would like to help give these children a sense of dignity as they are uprooted from their lives. We are holding a drive for new or gently used suitcases, duffle bags, and tote bags. Donations are due after winter break so everyone will have the opportunity to get their donations from home. I would really appreciate it if you all could spread the word or donate yourselves. Thank you all for listening, and I hope you have a great rest of your week.

i. Isabella Catao: Point of information. When you move back in the Spring. You can use the bags and then donate them instead of just giving them back to your parents.

- D. Sophomore Class: No Report
- E. First Year Class: No Report
- F. Apartment Complex: No Report
- G. Courtney Hall: No Report
- H. Davis Hall: No Report
- I. Dickinson Hall: No Report
- J. Lammers Hall: No Report
- K. New Hall: No Report
- L. University Hall: No Report

XII. UNFINISHED BUSINESS: No Unfinished Business

XIII. NEW BUSINESS: (Requires majority vote to be opened) No New Business

XIV. ANNOUNCEMENTS:

Aaron Lessing: Can I see Jack Guindon, Joseph Bonilla, and Dan Currier after the meeting, and I also wanted to make an announcement that if anyone is interested in helping sell tickets for the dance company for their shows this weekend let me know. The shows are at 7pm on Saturday and 2pm on Sunday. It will count as an office hour.

Chloë Sanfaçon: Please refrain from packing up until the end of our meetings when Adam is done with roll call.

Nick Smith: Bingo is taking place in this room in an hour.

Adam Carpenter: Just general reminder committees are important, show up at your committee meetings.

Alan Blair: Tomorrow is Westfield Wednesday, wear your owl swag.

Mikayla Evans: 164 days until commencement.

XV. ROLL CALL: Levi Ekstrom, Kaitlyn Egan, Timothy Allen, Constantinos Tasopolos, Lukas Apel, and Alannah Downs were absent.

XVI. ADJOURNMENT: The meeting was adjourned at 6:57 until Tuesday January 24<sup>th</sup>, 2023.

*Please also note that for accurate record keeping purposes, SGA meetings are recorded and kept on file by the SGA Executive Secretary.*